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ABSTRACT

The 1972 faculty and staff handbook of Western Kentucky University contains information regarding the history of the institution, and its accreditations and professional memberships. The document details the university organization and administration; the academic organization; instructional policies and services, as well as academic services and personnel policies and services. (JMF)

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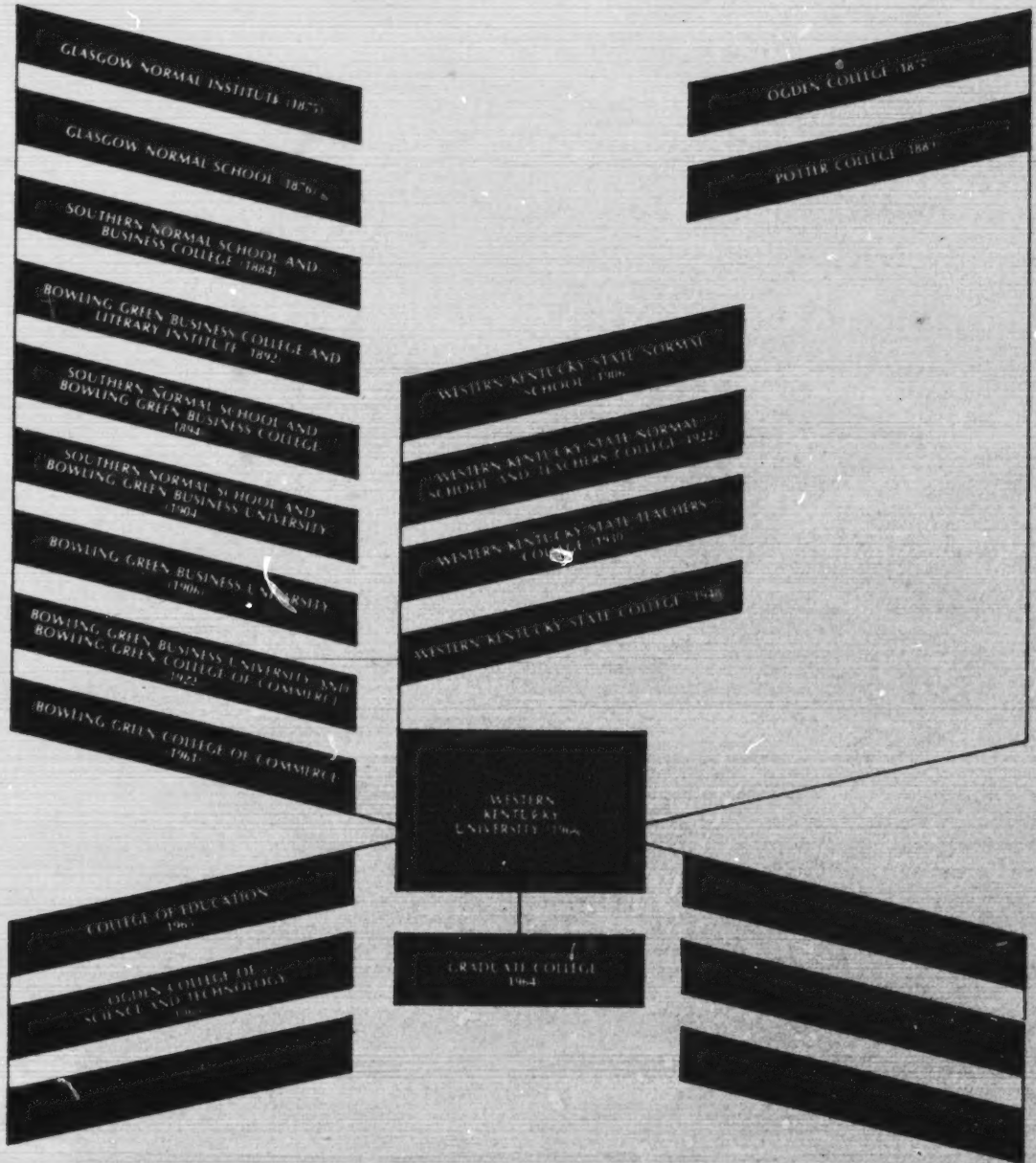
GENEALOGY OF
WESTERN KENTUCKY UNIVERSITY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GLASGOW NORMAL SCHOOL (1876)
SOUTHERN NORMAL SCHOOL AND BUSINESS COLLEGE (1884)
BOWLING GREEN BUSINESS COLLEGE AND LITERARY INSTITUTE (1892)
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SOUTHERN NORMAL SCHOOL AND BOWLING GREEN BUSINESS UNIVERSITY (1903)
BOWLING GREEN BUSINESS UNIVERSITY (1906)
BOWLING GREEN BUSINESS UNIVERSITY AND BOWLING GREEN COLLEGE OF COMMERCE (1922)
BOWLING GREEN COLLEGE OF COMMERCE (1963)
OGDEN COLLEGE (1875)
POTTER COLLEGE (1884)
WESTERN KENTUCKY STATE NORMAL SCHOOL (1906)
WESTERN KENTUCKY STATE NORMAL SCHOOL AND TEACHERS COLLEGE (1922)
WESTERN KENTUCKY STATE TEACHERS COLLEGE (1930)
WESTERN KENTUCKY STATE COLLEGE (1948)
WESTERN KENTUCKY UNIVERSITY (1966)
COLLEGE OF EDUCATION (1963)
OGDEN COLLEGE OF SCIENCE AND TECHNOLOGY (1963)
GRADUATE COLLEGE (1964)

9/72/18C/AA

WESTERN KENTUCKY UNIVERSITY

FACULTY AND STAFF HANDBOOK

Eighth Edition
September, 1972

FOREWORD

The Faculty and Staff Handbook is designed to provide members of the faculty and staff with general information about Western Kentucky University, its history and philosophy, organization, policies and procedures, faculty and staff responsibilities and benefits, and various services and facilities. In the interests of brevity and economy, duplication of information available in other University publications is held to a minimum, and references are made to other sources such as the University Catalog. It is suggested that the faculty and staff familiarize themselves with these other publications that they might be better informed on matters relative to Western.

It is hoped that new faculty members particularly will find the Handbook helpful in answering questions about Western and its policies, and that the Handbook will help them adjust as quickly as possible to their new environment.

As the institution is changing constantly, so must the policies and procedures of the University. The administration will in all instances make a concerted effort to keep the faculty and staff informed of such changes. Suggestions on how future editions of the Handbook can be made more informative may be submitted at any time to the Office of the Vice President for Academic Affairs.

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HISTORY OF WESTERN

As a public institution of higher learning, Western Kentucky University came into existence in 1906 when a bill was enacted by the Kentucky General Assembly creating a state normal school in Bowling Green headed by Dr. Henry Hardin Cherry. The history of the institution precedes its founding many years, as is illustrated by the genealogy of Western Kentucky University which appears on the inside of the front cover. The name of the institution was changed by the Legislature in 1922 to Western Kentucky State Normal School and Teachers College. In 1930 the school's name was changed to Western Kentucky State Teachers College, and in 1948 it was changed to Western Kentucky State College. It became Western Kentucky University on June 16, 1966.

From its beginning as a small state normal school with about 300 students and a dozen faculty members, Western has grown in both size and scope of academic programs. In recent years the school's growth has been phenomenal. Enrollment has grown from less than 1700 in the fall of 1955 to over 11,000 students in the fall of 1972. The faculty has grown from fewer than 100 in 1955 to over 600 in 1972 and the number of faculty holding the earned doctorate has advanced from under 25% to more than 50%. In 1955 Western offered two undergraduate degrees, and one graduate degree; currently the university offers six undergraduate degrees, nine masters degrees, and joint doctoral programs with the University of Kentucky, the University of Louisville, and George Peabody College. The number of fields in which students may pursue studies has increased substantially during the same period. (For more complete information on degrees and study available see the University Catalog.)

The University physical plant likewise has undergone tremendous growth, expanding from a few classrooms and offices in one building in 1906 to more than 300 classrooms, offices, laboratories, auditoria and other facilities in 64 modern, new and recently remodeled buildings. (For an up-to-date list and description of University physical facilities consult the University Catalog.)

Western's hilltop campus is located in Bowling Green, a rapidly growing, easily accessible city of approximately 40,000 located in South Central Kentucky. Situated 115 miles south of Louisville, Kentucky, and 60 miles north of Nashville, Tennessee, Bowling Green is the marketing and shopping center for a large area in Southern Kentucky. In the Central Time Zone, 509 feet above sea level, Bowling Green has a pleasant and stimulating climate. The average annual temperature is 57.6 degrees, with average temperatures of 78 degrees for the warmest month and 34.4 degrees for the coldest month. Although average rainfall is 50 inches, the sun shines 80% of the year and periods of extreme heat and cold are usually of only short duration.

Although its growth has been rapid and time has wrought great changes, Western has never lost sight of its major objectives and purpose in higher education. Many of the ideals upon which the University was founded as expressed by Western's first President, Dr. Henry Hardin Cherry, are still guiding principles today. For example, such objectives as these:

I. To be a live school and to impart to its students a burning zeal to do and to be something.

II. To let the reputation of the school be sustained by real merit.

III. To lead the student to understand that a broad and liberal education is essential to the highest degree of success in any endeavor in life. . .

Through the years the school has striven constantly to provide its students with varied educational opportunities within an academic climate intended to promote the legitimate objectives of liberal education, democratic citizenship, character development and the pursuit of excellence.

For an interesting and more detailed historical background of Western from its beginning until 1938, read James P. Cornette's A History of the Western Kentucky State Teachers College, which is available in the University libraries.

ACCREDITATIONS AND PROFESSIONAL MEMBERSHIPS

Western holds membership in and/or is accredited by the following organizations.

Accredited by

Southern Association of Colleges and Schools
National Council for Accreditation of Teacher Education
National Association of Schools of Music
American Chemical Society
American Dental Association
National League of Nursing

Member of

Association of State Colleges and Universities
American Association of Colleges for Teacher Education
American Association of Collegiate Schools of Business
(Assembly Member)
American Association of University Women
American Council on Education
American Educational Research Association
Council for Social Work Education
National Organization on Legal Problems in Education
Council of Educational Facility Planners
American Association of Higher Education
Kentucky Association of Continuing Education
American Personnel and Guidance Association
Association for Counselor Education and Supervision
National Council for the Social Studies
National Council for Teachers of English
American Association for Advancement of Science
National School Teachers Association
American Association of Health, Physical Education,
Recreation
National Association of Schools of Public Affairs and
Administration

A number of honorary and professional societies have chapters on campus and a number of faculty members belong to these. Among those represented are:

Honor Societies

Alpha Epsilon Delta
Alpha Psi Omega
Delta Phi Alpha
Omicron Delta Kappa
Phi Alpha Theta
Phi Eta Sigma
Phi Delta Phi
Pi Omega Pi
Sigma Delta Pi
Sigma Pi Sigma
Sigma Xi
Tau Kappa Alpha

Professional Societies

Alpha Kappa Psi
Alpha Phi Omega
American Association of University Professors
Beta Gamma Kappa
Delta Omicron
Delta Sigma Pi
Gamma Beta Phi
Gamma Sigma Sigma
Gamma Theta Upsilon
Kappa Pi
Kentucky Education Association
National Education Association
Pershing Rifles
Phi Beta Lambda
Phi Chi Theta

Phi Delta Kappa

Phi Mu Alpha

Phi Upsilon Omicron

Pi Sigma Epsilon

Scabbard and Blade

Sigma Tau Delta

UNIVERSITY
ORGANIZATION AND ADMINISTRATION

Board of Regents - As provided under state law, the governing body of Western Kentucky University is the Board of Regents, composed of eight members appointed by the Governor, a faculty regent elected by the faculty, and a student regent selected from the University student body by the students. Kentucky Revised Statute 164.350 provides in pertinent part as follows:

> The government of [Western Kentucky University] is vested in its. . . board of regents. . .When its members have been appointed and qualified, [it] shall constitute a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attaching to the governing bodies of educational institutions.

President - The President is the chief executive officer to whom the Board has delegated authority, as its agent, to direct, govern, and manage the affairs of the University and to make day-to-day decisions and judgments necessary to carry out that responsibility.

Vice President for Academic Affairs and Dean of the Faculties - Administrative officer who is responsible for the direction of the educational program of the University and related academic affairs; responsibilities include faculty recruitment and development, curriculum and instructional resources development, official academic publications, utilization and allocation of classroom facilities, and serving as chairman of the Academic Council and the Council of Academic Deans.

Vice President for Administrative Affairs - Administrative officer who is responsible for supervision of various aspects of administrative programs including Athletics, Alumni Affairs and Placement Services, Computer Center, Public Relations, Student Affairs, and University-School Relations.

Vice President for Business Affairs - Administrative officer who is responsible for administration and supervision of the fiscal operation of the University including Accounts and Budgetary Control, Purchasing, Auxiliary Enterprises, Physical Plant, Personnel Services, and Student Financial Aid.

President of the College Heights Foundation - Administrative officer who directs the activities of the College Heights Foundation, a tax-exempt, non-profit organization founded at Western in 1923. The College Heights Foundation exists for the purpose of aiding qualifying, needy students. A major area of such help consists of emergency loans and scholarship awards. All gifts specified for the Memorial Fund of the College Heights Foundation are held in perpetuity, with all earnings being used in the student-assistance program. The current President of the Foundation is also President Emeritus of the University.

University Attorney - Administrative officer who serves as adviser to the President and legal adviser for the University.

Assistant to the President - By assignment, acts for and on behalf of the President as needed to assist him in administering the University.

Dean of the Graduate College - Administrative officer who is responsible for the administration of the graduate program, maintaining general supervisory authority over all aspects of this program including academic standards, student counseling, and verification of graduate degree programs.

Dean of the College of Applied Arts and Health - University official who provides academic leadership and administrative service for the College of Applied Arts and Health consisting of the Departments of Dental Hygiene, Health and Safety, Home Economics and Family Living, Library Science, Military Science, Nursing, and the University Health Service. Responsible to the Vice President for Academic Affairs for coordination of health programs across the University.

Dean of the Bowling Green College of Business - University official who provides academic leadership and administrative service for the Bowling Green College of Business and Public Affairs consisting of the Departments of Accounting, Business Administration, Business Education and Office Administration, Economics, Management, and Marketing and Transportation and the Legal Area Studies Program.

Dean of the College of Education - University official who provides leadership and administrative service for the College of Education consisting of the Departments of Counselor Education, Elementary Education, Health Education and Recreation, Physical Education and Secondary Education, the Area of Educational Foundations and Administration, and Secondary Education, the Area of Educational Foundations and Curriculum, the Offices of Career and Vocational Teacher Education and Educational Research, and the Bowling Green Academic School, and the University official responsible to the Vice President for Academic Affairs for the coordination and direction of the teacher education program at the University.

Dean of the Ogden College of Science and Technology - University official who provides academic leadership and administrative service for the Ogden College of Science and Technology including the Departments of Biological Sciences, Chemistry, Engineering Technology, Geography and Geology, Mathematics, Physics and Astronomy, and the Office of Technical Services.

Dean of the Potter College of Arts and Humanities - University official who provides academic leadership and administrative service for the Potter College of Arts and Humanities consisting of the Departments of Art, Basic Studies, Languages, History, Mass Communications, Music, Philosophy and Religion, and Speech and Theatre as well as the Institutional Area of Humanities.

Dean of Academic Services - Administration official responsible to the Vice President for Academic Affairs for administration of academic services supportive to the instructional units of the University, including the Library Services, Media Services, Institutional Research Services and Travel and Transcript Services.

Associate Dean of the Faculties - Administrative officer under the supervision of the Vice President for Academic Affairs who works in the areas of faculty recruitment, evaluation, and other responsibilities relating to faculty affairs. This official serves as chairman of the Faculty Research Committee, as coordinator of sabbaticals and summer faculty research fellowships, and works closely with the departments of the University in strengthening lines of communication.

Associate Dean for Instruction - University official who works under the supervision of the Vice President for Academic Affairs and is responsible for special instructional programs including correspondence studies, evening class program, and summer school. This official has responsibility for the general supervision for the area of University Publications including the preparation of the University Catalog and schedule bulletins. The current Associate Dean for Instruction is also Director of the Bowling Green Community College.

Associate Dean for Scholastic Development - Administrative officer who works under the supervision of the Vice President for Academic Affairs and is responsible for the programs of the Offices of Admissions, Undergraduate Advisement, and the Counseling Services Center. Other areas of responsibility include freshman orientation and coordination of a one-semester hour course required of all entering freshmen.

Associate Dean of the Ogden College of Science and Technology - University official who is responsible for the coordination of intra-and inter-college curriculum activities of the Ogden College of Science and Technology as well as assisting in other academic activities as assigned by the College Dean. This administrator also serves as the chairman of the University Technology Programs Committee and coordinates technology programs in the disciplines of Agriculture, Engineering Technology, Industrial Education and Technology, and Physics and Astronomy.

Assistant Dean of the Graduate College - Administrative officer who assists the Graduate Dean in the administration of the graduate program and in the supervision of the various aspects of the graduate program including academic standards, student counseling, and verification of graduate degree programs.

Assistant Dean of the Bowling Green College of Business and Public Affairs - University official who works under the supervision of the Dean of the Bowling Green College of Business and Public Affairs and has a primary responsibility for class scheduling, building utilization, property control, faculty personnel records and budgeting.

Assistant Dean for Instruction in the College of Education - Administrative official who assists the Dean of the College of Education in coordinating the development, review and evaluation of Teacher Education Programs. This officer coordinates the utilization of staff, facilities, equipment, and materials in the College of Education, as well as assisting the Dean in staff evaluation.

Assistant Dean for Laboratory and Field Programs in the College of Education and Director of Extension - This official working under the supervision of the Dean of the College of Education functions as a University-wide coordinator for off-campus course offerings, consulting services, laboratory and field programs, and other types of public school and community services. As Director of Extension, this administrator organizes off-campus classes and is responsible to the Dean of the Graduate College.

Assistant Dean of Administrative and Technical Services in the Ogden College of Science and Technology - University official who is responsible for administrative and technical services as delegated and assigned by the Dean of the Ogden College of Science and Technology. Responsibilities include the supervision of the Instrument Shop, Interdisciplinary Laboratories, Electronics Engineer and Photographer.

Assistant Dean of the Potter College of Arts and Humanities - University official who works with the Dean of the Potter College of Arts and Humanities in the areas of faculty affairs, curriculum, student affairs and other delegated areas but primarily is designated duties in faculty affairs relating to faculty recruitment, orientation, and evaluation.

Assistant Dean for Academic Services - Administrative officer working under the supervision of the Dean for Academic Services who has responsibility for Media Services, Library Education Services, and Library Technical Services. The current Assistant Dean for Academic Services also serves as Director of Library Services.

Registrar - Administrative officer who works under the supervision of the Vice President for Academic Affairs and is responsible for registration, enrollment records, security and accuracy of records and credits, certification of degree candidates and release of statistical data. He is chairman of the Committee on Credits and Graduation and is a member of various committees relating to academic affairs.

Coordinator of the Center for Intercultural Studies - Administrative official under the supervision of the Associate Dean for Instruction who coordinates Afro-American Studies, American Studies, Folk Studies, and Latin American Studies.

Director of Continuing Education - Administrative officer under the supervision of the Associate Dean for Instruction who is responsible for coordinating the evening program offerings and supervising the area of correspondence studies.

Director of Summer School - Administrative officer under the supervision of the Associate Dean for Instruction who is responsible for the summer school program and who works on a coordinating level with the deans of the colleges and with other administrative officers directly concerned with the summer school program.

Director of the University Honors Program - Administrative officer under the supervision of the Associate Dean for Instruction who is responsible for the development and implementation of instructional programs for honor students and the coordination of honor societies.

Director of Admissions - Administrative officer who works under the supervision of the Associate Dean for Scholastic Development and who is responsible for the total operation of the Office of Admissions, represents that office on various committees and professional organizations, and is responsible for the administration of the policies relating to the admission and readmission of all undergraduate students.

Director of Counseling Services Center - Administrative officer who works under the supervision of the Associate Dean for Scholastic Development and is responsible for the direction of student counseling services of the University. These activities are coordinated with the Director of Admissions, the Registrar, and the Dean of Student Affairs.

Director of Undergraduate Advisement - University officer under the supervision of the Associate Dean for Scholastic Development with duties in the areas of student advisement, class attendance, academic probation and other areas of scholastic development.

Director of Grant and Contract Services - Administrative officer serving as a liaison between the offices or members of the University community and outside groups or agencies regarding funding of research and project activity. Assistance in developing fundable grant proposals or contracts and their review prior to submission for funding is provided by this officer as part of the Office of Academic Services.

Director of Institutional Research - Administrative officer under the supervision of the Dean of Academic Services who conducts research of a University-wide nature and has other responsibilities in the area of data collection and analysis.

University Archivist - Official who directs the activities pertaining to the collection, organization, and utilization of records of the University required for administrative and historical study of the institution.

Director of Library Education Services - Administrative officer responsible to the Assistant Dean for Academic Services whose responsibility includes directing all educational services activities relating to the retrieval and utilization of instructional resources in the Helm Library, Cravens Graduate Center and Library, Science Library, Educational Resources Center, Kentucky Library and Museum, and a study center in Gordon Wilson Hall.

Director of Library Technical Services - Administrative officer responsible to the Assistant Dean for Academic Services who directs the work of cataloging, acquisitions, and bindery activities, and who is responsible for systems development within the Division.

Director of Media Services - Administrative officer responsible to the Assistant Dean for Academic Services for audio visual production, audio visual campus services, and television production and who links these services with the needs of the instructional program.

Coordinator of Allied Health Programs - Administrative official responsible to the Dean of the College of Applied Arts and Health who coordinates Allied Health Programs offered by the University. This administrator maintains contact with health agencies and officials.

Director of the Center for Career and Vocational Teacher Education - University official who has responsibility for the coordination of Vocational Teacher Education programs. This administrator is also currently Director of Educational Research within the College of Education and provides consultative services to schools in the region.

Dean of Student Affairs - Administrative officer responsible to the Vice President for Administrative Affairs for the direction of Student Affairs of the University.

Director of Alumni Affairs and Placement Services - The University official under the supervision of the Vice President for Administrative Affairs who coordinates and promotes all alumni activities and is responsible for the procedures assisting Western's graduates in securing satisfactory positions.

Director of Athletics - The University official who works under the supervision of the Vice President for Administrative Affairs and is responsible for the overall coordination and supervision of the athletics program.

Director of Computer Center - University official who works under the supervision of the Vice President for Administrative Affairs and is responsible for the administration and supervision of the Computer Center as a service facility for administration, instruction, and research.

Director of Public Relations - Administrative officer who works under the supervision of the Vice President for Administrative Affairs and serves as chief coordinator and advisor for the public relations aspects of all activities of the University, supervisor of all informational and photographic releases to press, radio and television outlets, supervisor of sports information and general campus information programs, editor of Western Alumnus, chairman of the Special Events Committee and coordinator of campus activities calendar.

Director of University-School Relations - University officer under the supervision of the Vice President for Administrative Affairs who works with elementary, secondary and higher institutions of learning in arranging and coordinating meetings, conferences, workshops, and seminars, and is responsible for working with high school officials, guidance counselors and students in the area of pre-college counseling. He is also responsible for administering the major portion of the University scholarship program.

Director of Accounts and Budgetary Control - Administrative officer who works under the Vice President for Business Affairs and is responsible for accounts, accounts payable, cashier operations, and budgetary control.

Auxiliary Enterprises Administrator - University official who works under the supervision of the Vice President for Business Affairs and is responsible for the supervision of Food Services, the University Post Office, and the business aspects of student housing and the University centers.

Director of Personnel Services - Administrative officer who works under the Vice President for Business Affairs and is responsible for the faculty and staff benefits program, payrolls, travel expense vouchers, staff employment, and identification cards. Duties include administration of the faculty-staff retirement programs, life insurance, health insurance, and disability income protection plan.

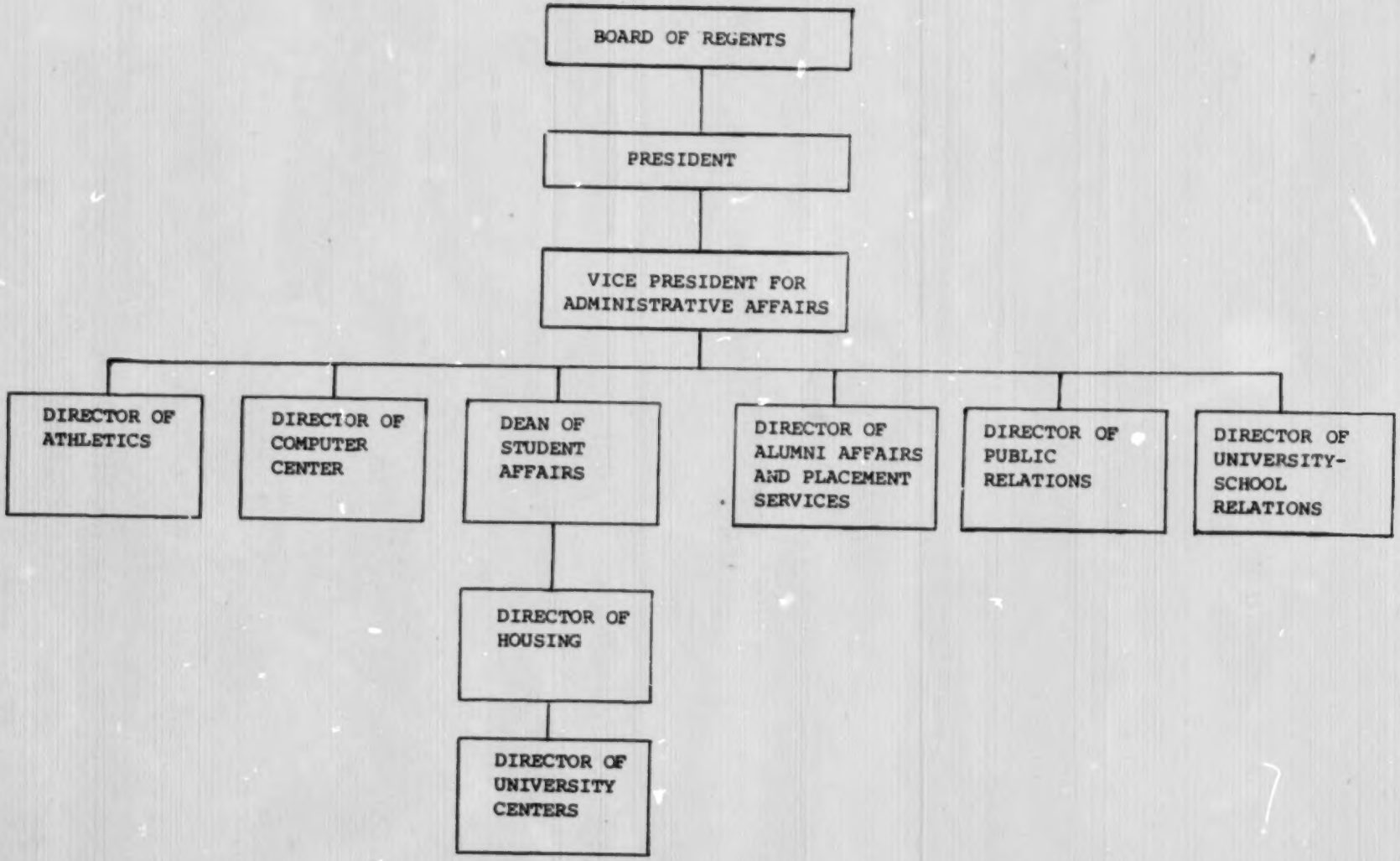
Physical Plant Administrator - Chief administrative officer for the Physical Plant responsible to the Vice President for Business Affairs. His responsibilities include coordinating planning, supervising new construction, directing and coordinating remodeling, landscaping planning, and directing other matters relating to the operation and development of the Physical Plant.

Assistant Physical Plant Administrator - Administrative officer who is responsible to the Physical Plant Administrator for coordination and direction of various departments in the Physical Plant operations.

Director of Purchasing - Administrative officer who works under the supervision of the Vice President for Business Affairs and is responsible for purchasing, the operation of the print shop, the operation of a central stores facility for office supplies, inventory control of property and equipment, shipping and receiving, and warehousing.

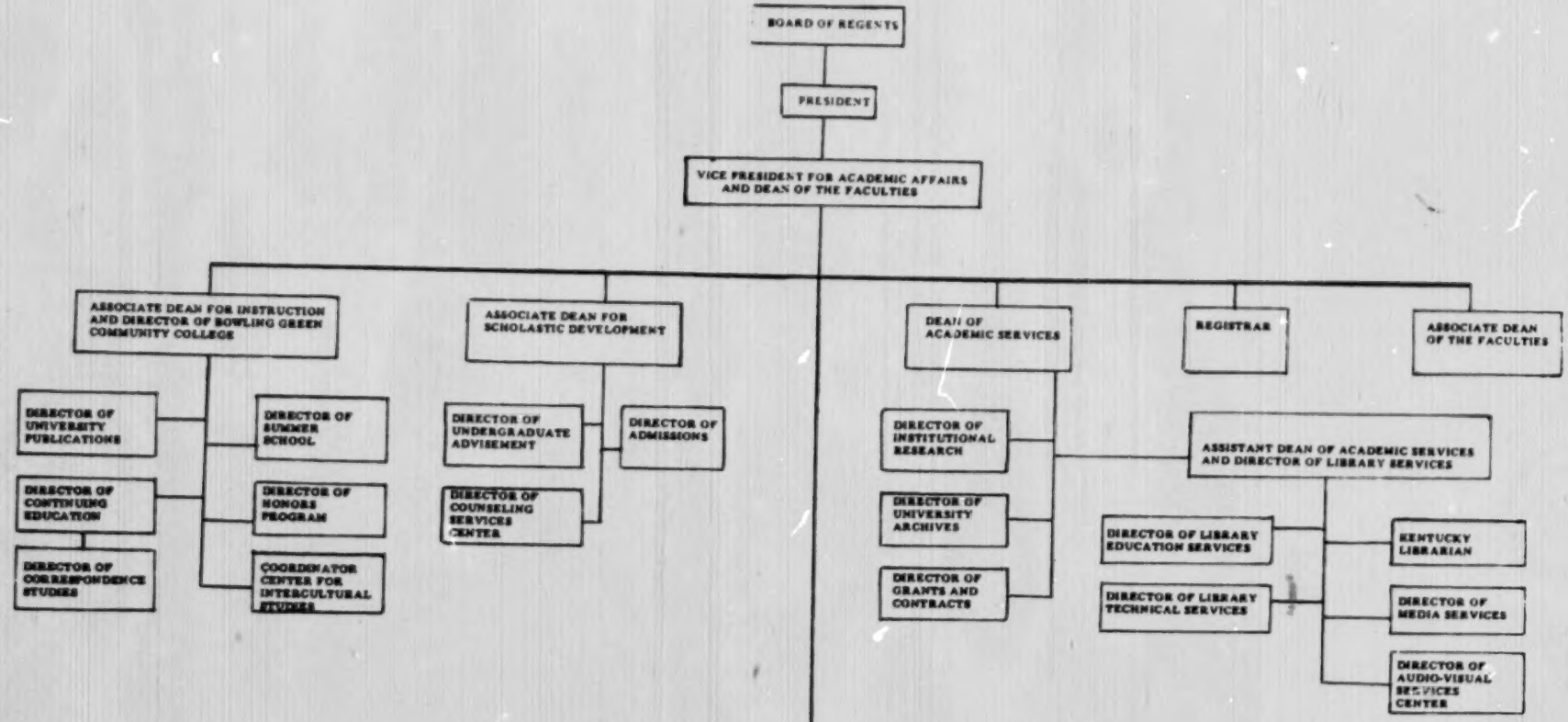
Director of Student Financial Aid - Administrative officer working under the Vice President for Business Affairs who is responsible for student financial aid including student employment, scholarships, loans, grants and veterans' benefits. This official also serves as Executive Secretary of the College Heights Foundation.

Director of University Health Service - University official responsible for the supervision of the University Health Service, which is a division of the College of Applied Arts and Health.



ADMINISTRATIVE ORGANIZATION FOR ADMINISTRATIVE AFFAIRS

ADMINISTRATIVE ORGANIZATION FOR ACADEMIC AFFAIRS


BOARD OF REGENTS
PRESIDENT
VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE FACULTIES
ASSOCIATE DEAN FOR INSTRUCTION AND DIRECTOR OF BOWLING GREEN COMMUNITY COLLEGE
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DIRECTOR OF SUMMER SCHOOL
DIRECTOR OF CONTINUING EDUCATION
DIRECTOR OF HONORS PROGRAM
DIRECTOR OF CORRESPONDENCE STUDIES
COORDINATOR CENTER FOR INTERCULTURAL STUDIES
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DIRECTOR OF ADMISSIONS
DIRECTOR OF COUNSELING SERVICES CENTER
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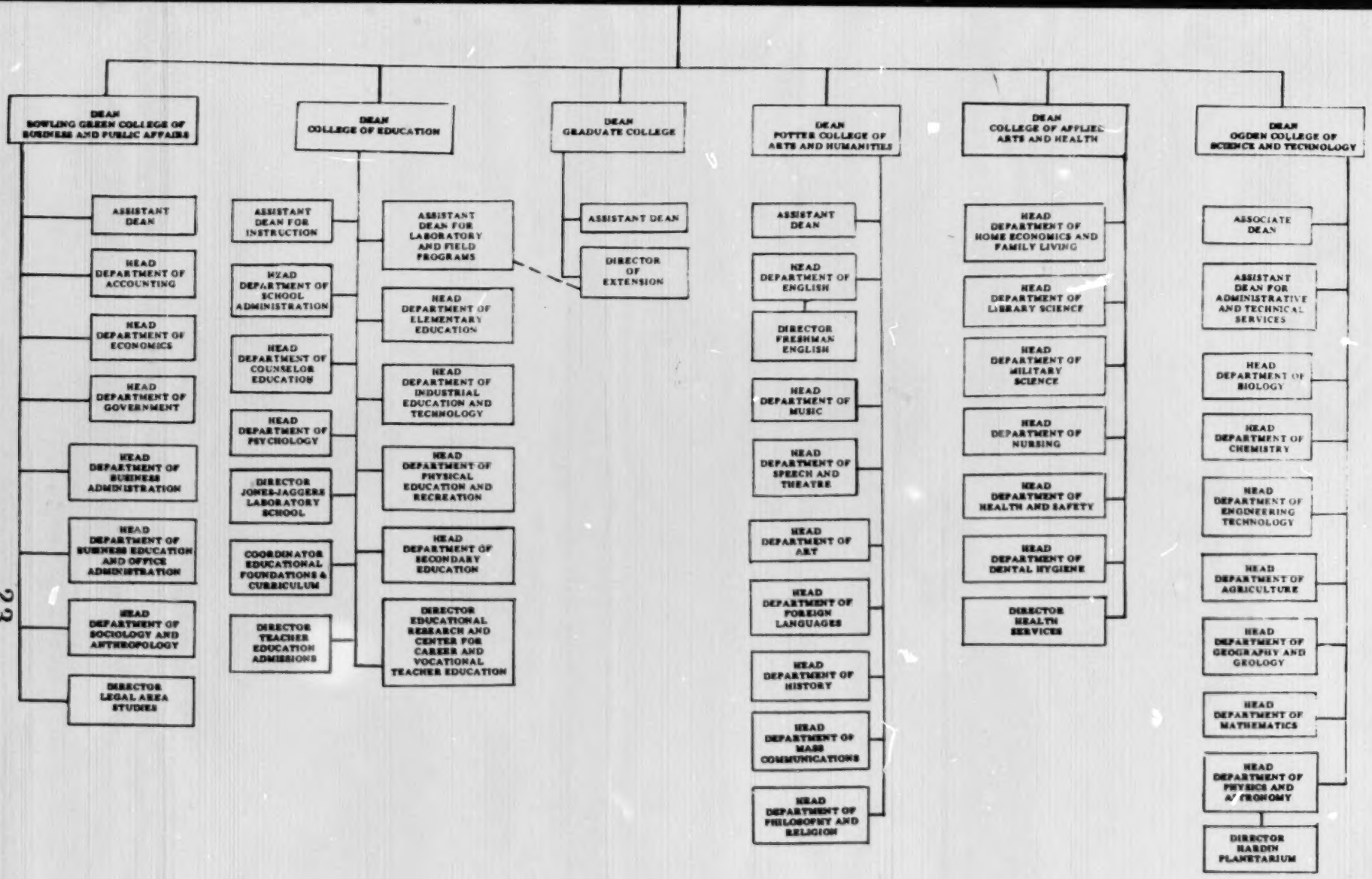
DIRECTOR OF INSTITUTIONAL RESEARCH
ASSISTANT DEAN OF ACADEMIC SERVICES AND DIRECTOR OF LIBRARY SERVICES
DIRECTOR OF UNIVERSITY ARCHIVES
DIRECTOR OF GRANTS AND CONTRACTS
DIRECTOR OF LIBRARY EDUCATION SERVICES
DIRECTOR OF LIBRARY TECHNICAL SERVICES
KENTUCKY LIBRARIAN
DIRECTOR OF MEDIA SERVICES
DIRECTOR OF AUDIO-VISUAL SERVICES CENTER


DEAN
BOWLING GREEN COLLEGE OF BUSINESS AND PUBLIC AFFAIRS
ASSISTANT DEAN
HEAD DEPARTMENT OF ACCOUNTING
HEAD DEPARTMENT OF ECONOMICS
HEAD DEPARTMENT OF GOVERNMENT
HEAD DEPARTMENT OF BUSINESS ADMINISTRATION
HEAD DEPARTMENT OF BUSINESS EDUCATION AND OFFICE ADMINISTRATION
HEAD DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
DIRECTOR LEGAL AREA STUDIES
DEAN
COLLEGE OF EDUCATION
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HEAD DEPARTMENT OF SCHOOL ADMINISTRATION
HEAD DEPARTMENT OF COUNSELOR EDUCATION
HEAD DEPARTMENT OF PSYCHOLOGY
DIRECTOR JONES-JAGGERS LABORATORY SCHOOL
COORDINATOR EDUCATIONAL FOUNDATIONS & CURRICULUM
DIRECTOR TEACHER EDUCATION ADMISSIONS
ASSISTANT DEAN FOR LABORATORY AND FIELD PROGRAMS
HEAD DEPARTMENT OF ELEMENTARY EDUCATION
HEAD DEPARTMENT OF INDUSTRIAL EDUCATION AND TECHNOLOGY
HEAD DEPARTMENT OF PHYSICAL EDUCATION AND RECREATION
HEAD DEPARTMENT OF SECONDARY EDUCATION
DIRECTOR EDUCATIONAL RESEARCH AND CENTER FOR CAREER AND VOCATIONAL TEACHER EDUCATION
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GRADUATE COLLEGE
ASSISTANT DEAN
DIRECTOR OF EXTENSION
DEAN
POTTER COLLEGE OF ARTS AND HUMANITIES
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HEAD DEPARTMENT OF ENGLISH
DIRECTOR FRESHMAN ENGLISH
HEAD DEPARTMENT OF MUSIC
HEAD DEPARTMENT OF SPEECH AND THEATRE
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DIRECTOR HEALTH SERVICES
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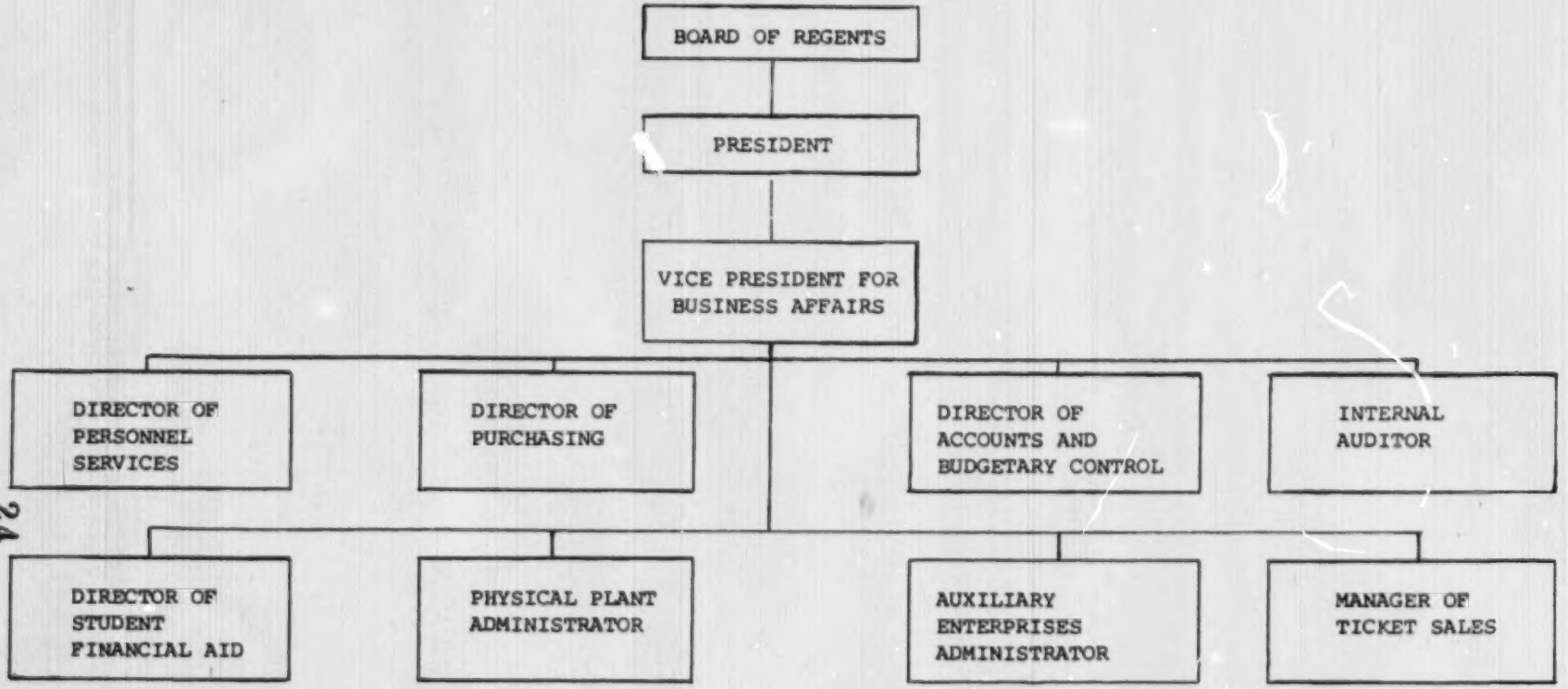
HEAD DEPARTMENT OF CHEMISTRY
HEAD DEPARTMENT OF ENGINEERING TECHNOLOGY
HEAD DEPARTMENT OF AGRICULTURE
HEAD DEPARTMENT OF GEOGRAPHY AND GEOLOGY
HEAD DEPARTMENT OF MATHEMATICS
HEAD DEPARTMENT OF PHYSICS AND ASTRONOMY
DIRECTOR HARDIN PLANETARIUM

ADMINISTRATIVE ORGANIZATION FOR BUSINESS AFFAIRS



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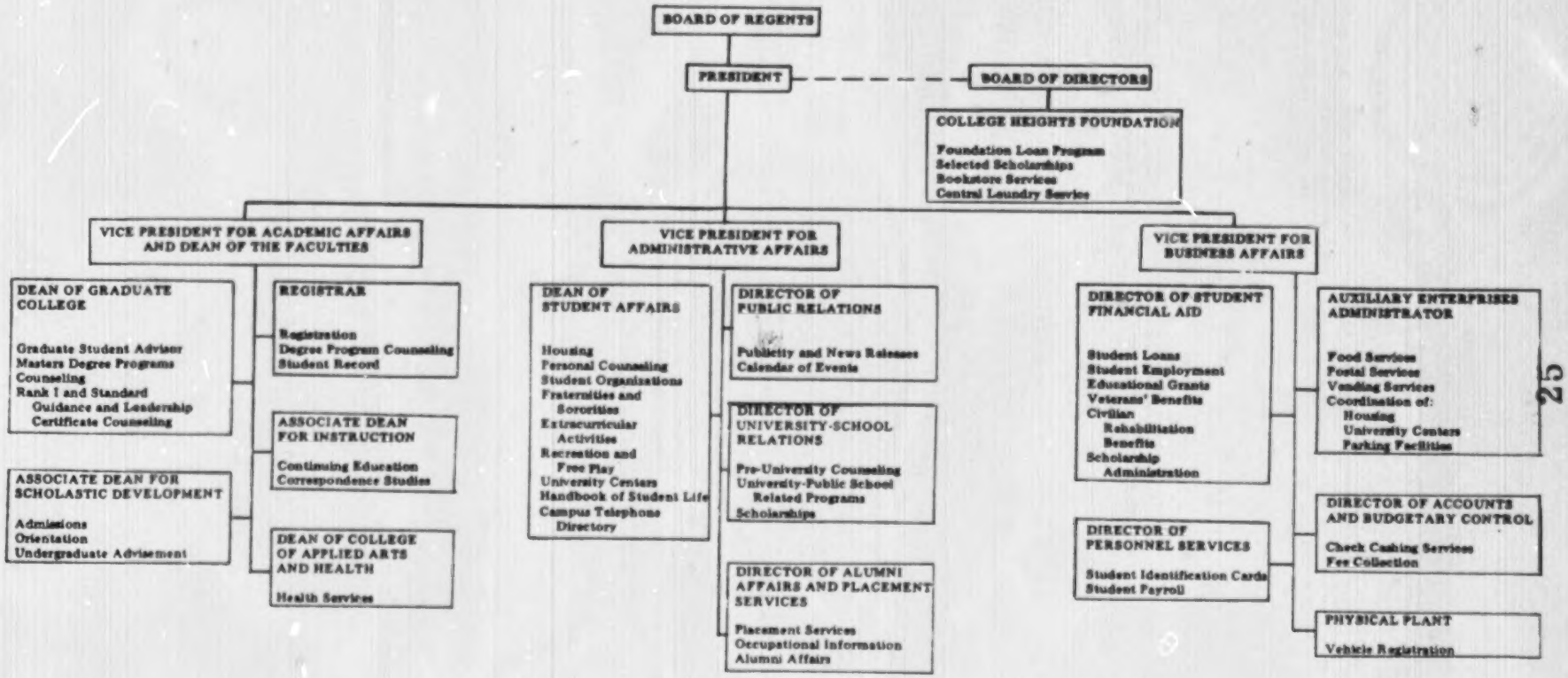

ACADEMIC ORGANIZATION

Organization for Instruction - The University is organized into seven colleges under which are grouped related departments and programs. The colleges are the Bowling Green College of Business and Public Affairs, the College of Applied Arts and Health, The College of Education, the Graduate College, the Ogden College of Science and Technology, the Potter College of Arts and Humanities, and the Bowling Green Community College which administers the associate degree and certificate programs. For the respective departments comprising each college see pages 6 and 7.

Each college is administered by a dean, except the Bowling Green Community College which is headed by a director, and each department by a department head. In an effort to keep lines of communication open and to encourage free exchange of views and ideas, meetings of department heads, college faculties, and departmental faculties are held periodically throughout the year.

A copy of the approved budget of each department is filed with the department head and the dean of each college. Included in this budget, for the benefit of the faculty members, is an allocation for purchase of instructional supplies and materials, equipment maintenance, office supplies, classroom supplies, travel and capital outlay.

The Academic Council - The Academic Council is a major initiator of academic policy recommendations within the University. The Council is composed of fifty-five voting members, including thirty-one elected faculty members, six student members representing the six colleges, five department heads serving on a rotating basis, and thirteen ex-officio members consisting of academic deans and directors. The Council functions and qualifications for membership are described briefly below.

The Academic Council is responsible for recommending to the President and the Board of Regents academic policies and regulations; reviewing all proposals relative to the curriculum, academic policies and regulations or other

matters referred to it by the President, Vice President for Academic Affairs and Dean of the Faculties, or the Council of Academic Deans; and referring to duly constituted academic committees, the Council of Academic Deans or to special sub-committees matters related to academic affairs within the purview of Council authority.

Members of the Council are selected from among those full-time faculty who have been at Western a minimum of two full academic years. Lists of eligible faculty members within each college are distributed, and all full-time faculty are eligible to vote for representatives from their college. Members are elected for two-year terms with one-half the membership rotating each year. No elected member is eligible to serve more than four consecutive years.

Officers of the Council consist of a chairman (the Vice President for Academic Affairs is ex-officio chairman), a vice-chairman (elected annually from the membership), and a secretary, a recorder and a parliamentarian (all appointed by the chairman). A Rules Committee composed of the chairman, vice-chairman, one elective representative from each college, and a student representative has responsibility for procedural and related matters.

The Council meets at least three times per semester and once during the summer session in order to adequately carry out its responsibilities. Any faculty member may attend Council meetings as a visitor with the exception of executive sessions which may be declared by the chairman or requested by a member and approved by a two-thirds vote. Representatives of committees or departmental groups may be granted the privilege of appearing before the Council when it is considering matters directly related to the committee or department which they represent. A more detailed description of the Council's functions and rules and a list of the current membership are available upon request from the Office of the Vice President for Academic Affairs.

Council of Academic Deans - The Council of Academic Deans is composed of the Vice President for Academic Affairs and Dean of the Faculties, the Deans of

the Colleges of Business and Public Affairs, Applied Arts and Health, Education, Science and Technology, and Arts and Humanities, the Dean of the Graduate College, the Dean for Academic Services, and the Associate Deans for Faculties, Instruction and Scholastic Development. The Council provides leadership and coordination for the academic affairs of the University. In addition to this function the Council serves as a review body on faculty rank recommendations and may have other special functions as assigned by the President or Vice President for Academic Affairs.

Administrative Council - The Administrative Council represents an expansion of the Council of Academic Deans to include other officials representing the various non-instructional segments of the University. The Council includes the President of the University, who serves as chairman; the Assistant to the President; the University Attorney; the Vice President for Business Affairs; the Vice President for Administrative Affairs; the Vice President for Academic Affairs; the Dean of Student Affairs; the Dean of Academic Services; the Dean of Bowling Green College of Business and Public Affairs; the Dean of the College of Applied Arts and Health; the Dean of the College of Education; the Dean of the Graduate College; the Dean of Ogden College of Science and Technology; and the Dean of Potter College of Arts and Humanities.

The Graduate Council - The Graduate Council has general supervision and control over all matters of graduate instruction, including degree requirements, curricula, and general academic regulations. The Graduate Council submits its recommendations through the Academic Council to the President and the Board of Regents. The Council is composed of the Dean of the Graduate College as chairman, one faculty member each from the five college curriculum committees, four faculty members elected to the Academic Council by the Graduate Faculty, one member from the Teacher Education Committee, and two students elected to represent the Graduate College on the Academic Council. All academic deans are associate members.

COMMITTEES

University Curriculum Committees - Six university-wide curriculum committees

review and approve curriculum proposals within their specialized academic areas and exercise general supervision of the total curricula under their jurisdiction. Recommendations from these committees are forwarded to the Academic Council. These committees and their respective composition are outlined below:

Teacher Education Committee

All matters curricular or otherwise relating to teacher education programs must be reviewed and approved by this committee prior to consideration by the Graduate Council or the Academic Council.

Ex-officio membership

Dean of the College of Education, chairman
Head, Department of Secondary Education
Head, Department of Elementary Education
The University Registrar
One Academic director from the graduate professional education programs (to be rotated annually)
One department head or academic director from other professional education programs (to be rotated annually)

Faculty membership

One faculty member from each college curriculum committee
One member from the Graduate Council
One member from the Academic Council

Associate membership

All other academic deans with University-wide responsibilities

Arts and Science Curriculum Committee

Functions of this committee are currently suspended while the

Academic Council studies the curriculum committee structure.

Ex-officio membership

Deans of Colleges of Business and Public Affairs, Arts and Humanities, and Science and Technology

Faculty membership

One faculty member from each of the five college curriculum committees
Two faculty members appointed from the membership of the Academic Council

Associate membership

All other Academic deans with University-wide responsibilities

Special Studies Curriculum Committee

Ex-officio membership

Deans of the colleges offering programs under this curriculum

Faculty membership

One representative from each of the five college curriculum committees
Two representatives from the Academic Council

Associate membership

All other Academic deans with University-wide responsibilities

Associate Degree and Certificate Curriculum Committee

This committee is responsible for reviewing curriculum proposals and policies involving those programs leading to special certificates or associate degrees.

Ex-officio membership

Director of Summer School
Director of Community College
Vice President for Academic Affairs

Faculty membership

One representative from each of the five college curriculum committees
Two representatives from the Academic Council

Associate membership

All the Academic deans with University-wide responsibilities

Health Programs Curriculum Committee

This committee is chaired by the Dean of the College of Applied Arts and Health and has representatives from those departments in the College of Applied Arts and Health and other colleges that have health-related programs. The committee reviews all new programs, program revisions, or expansion of individual courses of study in the health area.

Technology Programs Curriculum Committee

This committee is chaired by the University Coordinator of Technology Programs and has representatives from the departments of Industrial Education and Technology, Engineering Technology, Agriculture, and Physics and Astronomy. The committee reviews and approves all new programs, program revisions, and new courses in the areas outlined above and facilitates coordination of technology programs.

College Curriculum Committees - Curriculum committees for the Colleges of Business and Public Affairs, Applied Arts and Health, Education, Arts and Humanities, and Science and Technology initially consider proposals for curriculum expansion or revision from academic departments or curricular

areas within their respective colleges. Each college curriculum committee is composed of the dean of the respective college, the department heads within the college, the directors of other divisions or offices within the college, and one faculty member from each department in the college.

Specialized Committees - A number of different committees play an integral role in the administration of the University. Although some departmental and specialized committees are not included, the following is a list of several of the more specialized committees of the University:

SPECIALIZED COMMITTEES

Academic Probations Committee
Admissions Committee
Advisory Committee on Extension and Correspondence
Civil Defense and Emergency Preparedness Committee
Committee on Conference and Special Events
Committee on Credits and Graduation
Committee on Registration and Orientation
Committee on University Recreation
Distinguished Service Awards Committee
Educational Resources Committee
Faculty Research Committee
Homecoming Committee
Honors Program Committee
Parking and Traffic Committee
Publications Committee
Rodes-Helm Lecture Series Committee
Sabbatical Advisory Committee
Student Disciplinary Committee
Student Life and Welfare Committee
Textbook Committee
University Advisory Committee on Religious Affairs
University Athletic Committee

University Committee on Fraternity Affairs
University Lectures Committee

STANDING COMMITTEES OF THE ACADEMIC COUNCIL ARE:

Committee on Degree Requirements
Committee on Scholastic Regulations
Course Review Committee
Faculty Affairs Committee
General Education Committee
Rules Committee

Persons desiring more complete information on any of these committees should contact the office of the Vice President for Academic Affairs and Dean of the Faculties.

Department Head - The department head is the officially designated person charged with the administrative responsibility for an instructional department. In this capacity he is responsible to the dean of the college concerned and, under the direct supervision of the dean, assumes responsibilities including the communication to his faculty members of college and University policies and procedures; solicitation and receipt of the views and ideas relating to college and University policies and procedures from the members of his faculty and communication of such to the dean of his college; the recruitment and evaluation of prospective faculty members; the provision of academic leadership to the faculty of the department in the establishment of instructional goals, evaluation and improvement of the departmental curriculum and the identification of future projects; the evaluation of departmental faculty members; assistance to the University administration in the supervision and classification of future projects; and the preparation of requisitions for necessary textbooks, supplies, equipment, and repairs.

Faculty Member - Faculty members participate in the administration of the University through representation on the Academic Council and the curriculum

committees, through faculty committees, and through faculty meetings. Any problem related to the work of the individual faculty member should be taken up first with the departmental head. If there are professional matters which a faculty member wishes to discuss with the President, Vice President for Academic Affairs, the dean of his college, or other administrative officers, he should not hesitate to do so.

INSTRUCTIONAL POLICIES AND SERVICES

FACULTY POLICES

Appointment Process - Appointments to faculty and staff are made by the Board of Regents. Interim appointments may be made by the President subject to ratification by the Board of Regents if the appointment has not been previously so approved. Recommendations to the Board for new faculty and staff member appointments are developed through a cooperative procedure involving department heads, college deans, the Vice President for Academic Affairs, and the President. Normally, recommendations to the Board are made only after the candidates are interviewed, recommended by their department head, the college dean, the Vice President for Academic Affairs, and approved by the President. Incumbent faculty members may be involved in the interview phase of recruitment.

What is generally referred to as the contract outlining the specific terms of employment at Western, actually consists of the complete correspondence between the President and the prospective faculty member. Unless otherwise specifically stated in writing, new faculty members receive temporary probational appointments for the duration of one academic year. Notice of appointment is by letter from the President. Enclosed with the letter is a form to be signed by the recipient and returned to the President indicating acceptance or rejection of the terms of employment. Every effort is made to issue the notice letter by the second week in April to those faculty members reappointed.

Rank - Faculty Rank at Western Kentucky University is determined on the basis of criteria recommended by a faculty committee of the University and adopted by the Board of Regents. The criteria are as follows:

I. General Principles

A. Introductory Statement:

Faculty rank and promotions are to be determined objectively and impartially on the basis of merit. It is understood that the criteria stated below will serve as a guide in the assignment of academic rank. Justifiable exceptions to these principles may be made in extreme situations.

B. Factors Governing Employment and/or Promotions of Each Candidate:

1. Acceptable character and personality.
2. Loyalty to the policies of the University.
3. Evidence of professional interest and growth.
4. Evidence of effective teaching or service.

C. To consider the eligibility of faculty members for promotion in rank, periodic evaluations are made by the department head, the dean of the college, and the Dean of the Faculties. Recommendations based upon these evaluations are forwarded to the President after review by the Council of Academic Deans. The President has the responsibility of making recommendations to the Board of Regents for final approval.

II. Specific Criteria for Individual Ranks

A. Professor

1. Academic qualifications: Earned doctorate
2. Experience: A minimum of seven years' college teaching.

3. Demonstration of an unusual degree of skill in effective teaching, research, creative work, or faculty service.

B. Associate Professor

1. Academic qualifications: Doctorate or two or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of eight years' experience, five of which must be gained in this institution, and has made an outstanding contribution to this university).

2. Experience

a. If academic qualifications include a doctorate, three years' acceptable experience in the field in which he is employed.

b. If academic qualifications are less than a doctorate, five years acceptable experience in the field in which he is employed.

3. Demonstrated ability to do scholarly or creative work or an established reputation in the teaching field.

C. Assistant Professor

1. Academic qualifications: Doctorate or one or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of five years successful teaching experience, or has made an outstanding contribution to this university).

2. Experience:

a. If academic qualifications include a doctorate, formal teaching experience may be waived.

b. If academic qualifications are less than a doctorate, three years' acceptable experience in the field in which he is employed.

D. Instructor

1. Academic qualifications: Master's degree or the equivalent.

2. Experience: Successful experience up to three years in a teaching or supervisory capacity is advisable.

E. Associate Instructor

Academic qualifications: Bachelor's degree and demonstrated ability in the field for which the candidate is employed.

F. Assistant Instructor

Academic qualifications: Sufficient specialized training in the field to qualify for a special assignment.

Special Faculty Appointments

Visiting Lecturer - This is a special appointment for individuals qualified to lecture or conduct university classes. The University's guidelines for faculty rank and the limitations of the Kentucky Retirement System would not apply to visiting lecturers.

Visiting Professor - This is a special appointment designed particularly for academic personnel who are qualified for such a position at Western Kentucky University by virtue of educational service elsewhere. There is no age limit. Participation in the Kentucky Retirement System is determined according to eligibility and whether vestiture would be possible. This is a one-year appointment subject to renewal.

Distinguished Visiting Professor - This is a special appointment designed for academic persons of particularly outstanding service elsewhere. There is no age limit. Participation in the Kentucky Retirement System is determined according to eligibility and whether vestiture would be possible. This is a one-year appointment subject to renewal.

Appointee in Residence - This is an appointment designed for persons particularly distinguished in their fields such as artist in residence, author in residence, musician in residence, sculptor in residence, or scientist in residence.

Adjunct Professor - This is an appointment designed for persons of established reputation or distinction in their field for the specific purpose of enabling them to work with graduate students or as members of special research teams, or to offer special instruction in their discipline. Adjunct Professors will receive no salary unless it is separately contracted, and shall not be entitled to tenure or other faculty benefits unless specifically authorized. Appointments are to be on an annual basis and are subject to renewal.

Faculty Tenure - The University policy on faculty tenure was devised by a Faculty Committee on Tenure and approved by the Board of Regents. The spirit of the regulations in the tenure policy is applicable to all faculty members, and tenure is granted only after a review of each individual case by the University.

The basis for promotion to permanent tenure following the required probationary period would be those qualities which are considered to be

most desirable in a faculty member. If the faculty member has shown that he has the personal qualities and traits of a good teacher; if he has given indication of acquiring teaching and counseling success, of revealing educational and professional growth, of demonstrating administrative and community usefulness, and of developing right attitudes and correct personal characteristics; and if he has lived up to the terms and expectations as set forth in the written statement made at the time of his appointment, he should be promoted to permanent tenure.

Close supervision should be given to each faculty member during the probationary period. If it becomes apparent that permanent tenure is not to be awarded, the faculty member should be notified by the University on or before March 1 that his period of employment will terminate at the end of the year.

In the event that the services of the faculty member should not be required for summer school and circumstances should be such that he would not be returning the following year, the faculty member may be granted payment of his salary in full at the end of the regular academic school year, and the employment agreement may thus be fulfilled.

Faculty members holding the rank of assistant professor, associate professor and professor are employed with the understanding that there will be a probationary period of not less than three years nor more than five years. This probationary period may be extended on an annual basis upon the mutual agreement of the University and the individual concerned. Except in cases where the probationary period is extended, faculty members in the upper three ranks acquire permanent tenure if re-employed for the sixth year. If in some special case the University wishes to grant permanent tenure to an individual who holds the rank of instructor, it may be granted following the appropriate probationary period. Years spent at the rank of instructor will usually not be counted as part of the probationary period.

The recommendation for tenure is made by the department head to the dean of the college. Upon the dean's approval, the recommendation will go to

the Vice President for Academic Affairs and then to the President who has the responsibility for making recommendations to the Board of Regents for final approval. Employment after age 65 will be on an annual contract with tenure no longer being in effect.

Sabbatical Leaves - University policy provides for the granting of sabbatical leaves for the purpose of professional improvement of the faculty. Such leaves are not automatic with tenure or the accumulation of years of service and are regulated by budgetary, legal and other considerations.

To be eligible for a sabbatical leave a faculty member shall have the rank of assistant professor or above, shall have tenure, and shall have completed six continuous full academic years of service at the University. Normally sabbatical leaves are granted for either one full semester at full pay or two semesters at one-half pay. The sabbatical leave budget does not provide funds for summer sabbaticals which may be granted only with special approval in exceptional cases.

Applications for leaves must be submitted in writing no later than December 1 of the academic year preceding the date the leave would begin. The application must include a general outline of the applicant's proposed activities for the period of the leave, including some indication of their contribution to his professional improvement, and must be endorsed by his department head and college dean.

Applications are forwarded to a Sabbatical Review Committee composed of one representative from each College of the University selected from among the tenured faculty by the College's Curriculum Committee and one representative from the graduate faculty selected by the Graduate Council. This committee evaluates the proposals and submits its recommendations as to the relative merits of the proposals to the Vice President for Academic Affairs. After a review of the budgetary and departmental staffing implications by the Vice President for Academic Affairs, a recommendation is made as to the number of sabbatical leaves which may be submitted by the President to the Board of Regents for official approval.

Faculty members holding positions as academic deans, department heads, or academic directors are eligible for sabbatical leaves, and a number of them proportionate to the number of eligible faculty members having no administrative duties receiving sabbaticals in any academic year may be recommended by the President to receive such leaves. The Council of Academic Deans shall serve as a review committee for these applications prior to their submission to the President for his consideration.

Any major modification of plans by a leave recipient must be approved by the Sabbatical Review Committee.

Upon completion of the sabbatical leave, the faculty member shall submit a written report to the University on the activities engaged during the leave period.

Leaves of Absence - Leaves of absence may be granted to persons involved in special assignments, professional improvement programs or engaging in additional study. Special consideration is given to applications from persons desiring leaves for work on advanced degrees. Each application for leave is considered on its individual merits.

Summer Research and Study Fellowships - Faculty members who have served in a full-time capacity at Western for a minimum of two years are eligible to apply for research and study fellowships for the summer term. Such fellowships are awarded on a competitive basis.

Proposals for summer research fellowships are to be submitted no later than December 1 of each year to the Faculty Research Committee for review. Fellowships may be renewable for a consecutive summer if deemed justifiable by the Research Committee.

Faculty members on leave status are not eligible to apply for a study or research grant. For purpose of eligibility, faculty members returning from

sabbatical leaves must complete two full years of service before applying. Summer research grants are not to be used for preparing theses or dissertations to meet degree requirements.

Summer research fellowships are to be granted in the amount of one-half of the recipient's summer teaching stipend, but not to exceed $1,200.00.

Faculty Evaluation - Decisions relative to salary increments, promotions, and tenure are made on the basis of recommendations to the President from the department heads, college deans and the Vice President for Academic Affairs. The department heads evaluate their faculty members on the following basis: effectiveness as a teacher; relationship with students; relationship with colleagues; cooperation (in departmental, college, and university activities); research; public service; and continuing professional development. These recommendations are forwarded to the college dean, who makes a similar evaluation and forwards his and the department head's recommendation to the Vice President for Academic Affairs. Recommendations for promotion and/or tenure originate with the department head, the dean of the college, or the Vice President for Academic Affairs. The Council of Academic Deans serves as an advisory group to the Vice President for Academic Affairs concerning promotion and tenure recommendations. The Vice President for Academic Affairs makes recommendations to the President. The President then makes his recommendations to the Board of Regents, who makes the final decisions in such matters.

Absence from Work - All faculty members are expected to meet their classes regularly and promptly at the scheduled time. In case of illness, the department head should be given immediate notification. In the case of death in the family or other emergencies necessitating absence from the campus, a similar procedure should be followed.

Faculty and Staff Meetings - Meetings of the faculty and staff are held periodically. These meetings are devoted to matters of professional interest, announcements, and business affairs of concern to the University. Called meetings are held as circumstances require.

It is an assigned responsibility for each member of the faculty and staff to be present at these meetings.

Graduate Faculty Selection - All courses offered for graduate credit at Western Kentucky University must be taught by graduate faculty. There are three categories of graduate faculty membership.

1. Regular Membership. To qualify for the regular graduate faculty membership the faculty member must:

   a. hold an earned doctorate in his teaching field or in those areas where a degree other than the doctorate is considered the terminal degree, the appropriate terminal degree.

   b. hold the rank of an associate professor or above. In cases where exceptional qualifications exist, an assistant professor may be appointed to the Graduate Faculty.

   c. have three (3) years full-time teaching experience at the graduate level including a minimum of one (1) year at Western Kentucky University.

   d. provide evidence of demonstrated competency in working with graduate students and in teaching graduate courses. Research, performance and creative exhibits, publications, and service contributions will be considered to be supportive evidence of competency in teaching graduate courses.

2. Associate Membership. To qualify for associate membership on the Graduate Faculty, the faculty member must:

   a. hold the earned doctorate or highest degree in his teaching field.

b. hold the rank of assistant professor or above.

c. have at least one (1) year of full-time teaching experience at the senior college level or provide evidence of appropriate related experience.

d. show promise of effective contribution to teaching and directing the study of graduate students.

3. Temporary Membership. Faculty members who do not qualify for regular or associate membership may be recommended to teach a specified course or courses for one semester. Temporary membership does not qualify the faculty member to serve on graduate committees or have voting privileges in graduate matters accorded to regular and associate members.

4. Adjunct Membership. To be eligible for adjunct membership on the graduate faculty, the faculty member must be a member of the Graduate Faculty of an institution involved in a cooperative type program with Western Kentucky University. Eligibility for membership will be for the term of this cooperative agreement.

Appointment Procedure

a. Recommendations for appointment to the Graduate Faculty are made by the department head, with concurrence of the departmental graduate faculty, to the appropriate college dean;

b. Recommendation is then made by the college dean to the Dean of the Graduate College;

c. Recommendation by the Dean of the Graduate College to the Graduate Council.

Continuation on the Graduate Faculty

a. Continued regular membership on the graduate faculty will be subject to review at three-year intervals by the department head, the college dean, and the Graduate Dean and the Graduate Council; however, recommendations for changes in membership status may be made at any time.

b. Associate membership is by appointment of the Council for a three-year period. At the end of this period, the faculty member may be recommended for regular membership or continued as an associate member. Recommendation for changes in membership status may be made at any time.

c. Temporary membership is limited to the teaching of specified courses for one-semester terms.

Completion of Doctorate - Faculty members who complete all requirements for the doctorate after August 16 may receive the stipulated adjustment in their salary to the doctoral level on October 1, November 1, February 1, or March 1. If the degree requirements are completed after March 1, the adjustment in salary will be effective on August 16 of the following academic year. The adjustment in the monthly salary will begin on the nearest date after the Office of Academic Affairs receives certification from the appropriate official of the Graduate School where the degree requirements have been completed.

Policy Concerning Faculty Members Holding Doctoral Positions Completing Doctoral Degrees - Before a faculty member working on his doctorate is appointed by Western to a position requiring a doctorate, he should be asked to have his graduate advisor send a letter to Western stating his progress and the probable date of completion of his doctoral degree. If the faculty member is hired before he completes his degree, his original contract should state that a review separate from his regular annual evaluation be held during the fall semester of his second year at Western (if he is still employed at the time) to determine his progress toward the completion of the degree. A final review

concerning doctoral progress will be held during the fall semester of the third year. If the degree is not completed by the end of the third year, the faculty member will not be rehired for a doctoral position for the fourth year.

ACADEMIC POLICIES

Admissions - For a detailed discussion of admission requirements see the University Catalog.

Registration - Normally students will register for courses on the days designated in the University calendar for this purpose. Detailed instructions are made available by the Registrar. Unless otherwise indicated most members of the faculty and staff are assigned responsibilities in registration. Duties are assigned by the Registrar and the department heads, and such duties are usually announced in advance.

Scheduling of Classes - Most of the classes of the University meet on a 5 - 10 scheduling system, which means that classes meet five times every two weeks. The system works in the following manner: One week classes which meet on Monday and Wednesday will also meet on Friday. The next week classes which meet on Tuesday and Thursday will meet on Friday. This makes it possible to schedule classes at the same hour on both Monday and Wednesday and Tuesday and Thursday because the classes will meet at that time on alternating Fridays. This provides greater flexibility in the scheduling of classes. Because of the 5 - 10 scheduling system, classes meet for 60 minutes. Laboratories usually meet for longer periods.

Guidelines on Faculty Load Responsibilities

1. Among the components of the total work load of the faculty member are classroom and laboratory instruction, scholarly activities including research in class preparation and creative endeavors, student consultation and advising, assisting in the administration

of the work of the department or college, service on departmental, college or University committees, representing the University in a service or consultative role to schools, governmental or outside agencies, and other duties incidental to the above or as assigned by the head of the department, dean of the college, Vice President for Academic Affairs, or President. The contract stipulates that the faculty member will participate in the evening (or Saturday, or extension) instructional program(s) upon request of the department head.

2. The contract requires of the faculty member complete fulfillment of his responsibilities to the academic objectives of the University, his college, his department, and his discipline. Outside responsibilities or personal activities and interests must in no way conflict with the primary contractual obligations of the faculty member to the University. Outside professional obligations such as paid consulting or similar contractual endeavors may be assumed only upon the approval of the department head, the dean of the college, the Vice President for Academic Affairs, and when necessary the President and should in no way interfere with the faculty member's meeting his obligations to the University. Personal obligations which interfere with the faculty member's fulfilling his total faculty responsibilities must be avoided unless provision is made for them in a special, less-than-full-time contract.

3. The University provides the faculty member with office space to facilitate his professional responsibilities including participation in departmental and college business, consulting with, assisting and advising students, and scholarly activities. The maintenance of office hours for these purposes is a professional responsibility and hours should be sufficient to fulfill the aforementioned obligations.

4. The teaching load component of the faculty member's total work load shall not exceed 15 hours, or in rare instances 16 hours, per semester. The faculty member is expected to fulfill his normal duties as outlined above and be available for special assignments during the regular operating periods of the University.

5. In addition to their general faculty responsibilities, the teaching load component for instructors, and assistant and associate professors not holding the doctorate is 27 semester hours for the academic year.

6. Professors, regular members of the graduate faculty, and other faculty members who hold the earned doctorate are assigned a total faculty teaching load of 24 semester hours per academic year.

7. Graduate faculty members who assume full-time responsibilities in graduate instruction have a teaching load assignment of 21 semester hours per academic year. Other load consideration for graduate faculty members shall be delimited by the guidelines applicable to special faculty assignments. (See number 9.) In granting such assignments for graduate faculty involvement prime consideration should be given to faculty members who have the equivalent of a half-time faculty assignment in graduate level instruction.

   Load credit for the direction of theses will be weighted according to the amount of faculty supervision required. A thesis director may be granted a three-hour teaching load adjustment when a minimum of five theses have been directed or are actively in progress. A thesis may be counted only once toward a load adjustment.

8. Teaching load credit for laboratory courses and for special instructional programs in which semester hour equivalents are not applicable is computed according to an approved formula established

by the University after the circumstances of the particular course of study are evaluated. Factors taken into consideration are the supervision required of the instructor, the number of laboratory assistants available, the level of instruction and similar factors. Twenty-four contract hours in laboratory-type classes are considered to constitute a full-time teaching load for a semester.

Teaching load credit for the supervision of special readings, research and directed study courses may be assigned on the basis of one semester hour credit for each three students.

9. For the improvement of instruction, especially at the graduate level, and for the professional advancement of the faculty through research and service activities special faculty assignments may be approved on a limited basis in accordance with the following guidelines:

   a. In evaluating the justification for teaching load adjustments or assignment of special assistance as a means of instructional improvement the department head and dean of the college may consider such factors as total student load, level of instruction, contact hours, number and complexity of course preparations, and other similar factors. Normally, a faculty member teaching nine semester hours would not be eligible for any additional load adjustment. The department head shall initiate and justify all recommendations for load reductions in this category to the dean of the college for his approval.

   b. The dean of the college shall carefully evaluate the impact of such assignment on the educational program and class schedule of the department and if it is determined that a direct budgetary allocation is necessary, the approval of the Vice President for Academic Affairs will be required.

c. Normally, requests for a special assignment for a research or service activity are initiated by the faculty member who is required to present to the department head a comprehensive outline and statement of objectives for the proposed project. At the conclusion of a semester during which a special assignment has been pursued, the faculty member shall submit a full progress report to the department head and the college dean. A summary of these reports shall be submitted each semester by the dean to the Vice President for Academic Affairs.

For the guidance of the department head and the dean of the college, the following factors are to be considered in addition to the more specific merits of the research or service proposal:

(1) The contribution that the activity will make to the professional career of the individual or to the educational mission of the University.

(2) The potential present for acquiring outside financial support for the project as a result of the special assignment.

(3) The implications of the proposal as it may relate to the University community or to the service region and the patrons of the University.

(4) The utilization of the project as an extension of the instructional process including the involvement of students in an educational context.

d. To insure relative uniformity of the application of these guidelines, the following provisions shall apply to this category of faculty assignments:

(1) Within a month after the conclusion of registration, all such assignments shall be verified to the Vice President for Academic Affairs by the dean of the college.

(2) All special assignments for research and service activities shall be made on a tentative basis not later than two months prior to the registration date for the next semester. Such assignments may be finalized during the registration process. Preference shall be given to those projects which may be pursued during the semester of least enrollment for the particular department.

(3) As a rule-of-thumb all special faculty assignments in terms of total semester-hour load adjustment should not exceed 3.5 percent of the number of semester hours taught by the faculty of the University during the most recent comparable semester.

e. Special faculty assignments which involve an adjustment of teaching load for administrative responsibilities within a department or college fall in a separate category and must be approved in advance by the dean of the college and the Vice President for Academic Affairs.

10. Department heads normally teach six hours each semester depending upon the size and complexity of the program and staff in the department. Special circumstances may justify deviation from this guideline in which case the dean of the college should provide proper justification. Academic deans normally are expected to teach one class or the equivalent in other duties each semester. Associate and assistant deans teach from one-to-two classes each semester dependent upon the extent of their responsibilities.

Assistant or associate deans of colleges, department heads and academic directors will normally teach one class during the summer session.

11. In addition to the provisions of the special assignment category, load or salary consideration for research or service activities may be authorized under the following circumstances:

    a. When a funded project provides a budget for a portion of the faculty member's time;

    b. When a Summer Research Fellowship is granted by the University upon recommendation of the Faculty Research Committee to provide for a research assignment with stipend during a summer session;

    c. Under contractual circumstances of a special professorship, endowed chair, or other special faculty assignment as officially approved by the University.

Office Hours - A schedule of classes and office hours is filed each semester or term with the Vice President for Academic Affairs and is also posted on the office door of the faculty member to enable others to arrange conferences and to make appointments. Faculty members are expected to keep this schedule current and accurate. Inability to meet classes or to keep office hours should be reported to the department head.

Student-Teacher Ratio - The University feels that direct personal contact between the faculty and the student is essential to a sound education. For this reason the University tries to maintain a teacher to student ratio which will allow such student-faculty interaction.

Course Syllabi or Outlines - Course outlines are submitted to the Academic

Council when new courses are approved and filed with the Vice President for Academic Affairs and the dean of the college concerned. The scope and content of multi-section courses taught by more than one instructor are expected to be coordinated by the department head to insure relative uniformity.

Tests and Examinations - Testing and examining procedures are left largely to the individual instructor, but faculty members are expected to evaluate each student adequately so that a mid-term and final grade report can be made.

A schedule of final examinations is prepared and distributed to all faculty members at the beginning of each semester. All finals must be conducted at the periods scheduled unless special arrangements for deviation from the schedule have been made with the department head and approved by the dean of the college concerned.

Grading - In the system of grading employed by the University the letters A, B, C, D, F, X, WP, WF, and NR are used. These letters have the following meanings:

A - Excellent, valued at four quality points for each semester hour
B - Good, valued at three quality points for each semester hour
C - Average, valued at two points for each semester hour
D - Below average, unsatisfactory, indicates deficiency, valued at one quality point for each semester hour, but only gives credit for graduation provided that with such credits the student's overall scholastic standing is 2.0 or more.
F - Failure, valued at no semester hours and no points
X - Incomplete
W - Withdrew under special circumstances
WP - Withdrew passing
WF - Withdrew failing
NR - No grade recorded

Credit can be earned in a course in which a grade of F has been made only by repeating the course with a satisfactory grade.

A grade of X (incomplete) is given only when some relatively small unit of work is not completed because of illness or some other reason satisfactory to the instructor. A grade of X (incomplete) will automatically become F unless removed within 12 weeks of the next full semester whether the student re-enrolls or not. The grade is not to be used under any circumstances as a substitute for F, WF, or WP.

A student's grades become a part of his official record at the University and are treated confidentially. Except at the student's request, his grades will be available only for faculty advisement or other professional uses.

Student Advisement - In keeping with its concern for the individual student, Western attempts to provide as thorough guidance and counseling to students as is possible. Academic and vocational advising are under the general supervision of the Vice President for Academic Affairs with the Director of Undergraduate Advisement administering this program and coordinating it with the dean of each college in his respective areas. The Dean of Student Affairs is responsible for counseling students concerning their personal problems, including social affairs, adjustment to University life, and other personal matters.

The Registrar and the Associate Dean for Scholastic Development have important roles with respect to counseling. The Registrar's office maintains records and materials which may serve as aids in advising students. The Associate Dean for Scholastic Development may conduct advisement conferences with students before they enter the University and coordinates the advisement programs during or preceding the beginning of each semester. The department head, or his designated representative, serves as advisor for students majoring or minoring in his department and must give official approval to the student's degree program.

The faculty member has several clear-cut responsibilities in counseling with students:

1. To assist the student in selecting the courses which best fit his needs, interest, abilities, and if known, his objectives.

2. To assist in the orientation of the new student to the University by providing answers to questions about the University which may not have been touched on in the orientation group discussion.

3. To aid the student, especially the freshmen, in an informal and non-clinical manner, with problems which may be personal rather than academic or curricular.

4. To identify and refer to the appropriate University service those students in need of such service.

5. To encourage the student to assume responsibility for final decision and, in general, to seek to develop in the student an increasing sense of responsibility and independence in all decisions.

These responsibilities are fulfilled through a planned program of freshman orientation and later through departmental counseling under the direction of the dean of the college and the department head.

The Associate Dean for Scholastic Development advises the faculty in a special faculty conference on the procedures to be followed in freshman orientation.

It is important that each member of the faculty become thoroughly familiar with the University Catalog in order to become more effective in this important task.

In addition to the above, the Counseling Services Center of the University administers the national testing programs and also administers tests to students attempting to arrive at educational or vocational decisions. Counseling for educational, vocational or personal matters is available at the request of the student.

PROFESSIONAL RESPONSIBILITIES AND FUNCTIONS

Academic Freedom - The University subscribes to the principle that faculty members should be secure in their freedom to teach, to investigate, and to participate as responsible citizens in community activities. Within this context, the University's policy on academic freedom is elaborated in the following statement:

1. The faculty member shall be entitled to freedom in the classroom in discussing his discipline, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Nothing in this statement should be interpreted to protect an incompetent or negligent faculty member or to prevent the University from making proper efforts to evaluate the work of each teacher.

2. The faculty member shall be entitled in his area(s) of specialization to full freedom in research and investigation and in the publication of the results, subject to the adequate performance of his other academic duties.

3. The faculty member is a citizen, a member of a learned profession, and a representative of the University. When he speaks or writes as a citizen, he is not subject to institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he is not an institutional spokesman.

Academic Dishonesty - It is the responsibility of each faculty member to maintain at all times conditions which discourage academic dishonesty in any form. He should be careful to insure that class records and examinations are

not accessible to those not entitled to such information and should make every effort to inspire in the student the proper attitude and respect for honesty in academic work. The Dean of Student Affairs is available for assistance in dealing with cases of dishonesty.

Professional Growth - It is the policy of the University to encourage the continuous professional growth and development of its faculty members through additional graduate study, research, membership in professional organizations, and attendance at professional meetings and workshops. Requests for leaves of absence for continued study or professional improvement are carefully considered and have normally been approved when feasible. Persons with less than the generally recognized terminal degree in their area of specialization are encouraged to continue work toward that degree whenever possible. In general, the University expects the individual faculty member to take the initiative in identifying and meeting his own professional growth needs.

Participation in Professional and Learned Societies - The University encourages faculty members to join and participate in the activities of professional organizations, associations and societies. It is not the policy of the University, however, to allow departmental funds to be used for membership fees, dues, or other assessments of such groups.

Research and Publication - Although no "publish or perish" atmosphere exists at Western, the University encourages its faculty members to engage in research and to publish their scholarly efforts whenever possible. The individual faculty member is completely free to undertake scholarly investigations in his area of specialization. However, research for outside agencies and for pecuniary return must not interfere with regular university duties. Thus the head of the department and college dean will be informed of such activities. Limited funds for faculty research are available through the Faculty Research Committee. Whenever possible the University encourages research by its faculty by aiding them in efforts to secure grants and by making available facilities and assistance when in keeping with University policies and regulations.

Outside Employment and Consultative Functions - The University feels that normally the primary responsibilities of the faculty member include classroom teaching, student advisement, research and writing, work on faculty committees and similar duties. However, faculty members may undertake responsibilities above and beyond these duties with prior approval of the University. A standard University form is provided for submission of requests for such approval. It is assumed that preparation for and involvement in such activities will not interfere with the faculty member's primary responsibility to the University and that care will be taken to insure proper fulfillment of these obligations. The following guidelines govern such additional work-load activities.

Paid Consulting - With prior approval of the University, a faculty member may serve as a paid consultant to outside organizations. Such activities, engaged in during periods when the faculty member is not attending to his principal responsibilities, should not exceed four days per month and will be approved when such consulting will not interfere with performance of the faculty member's University duties.

Sponsored Research - A faculty member may engage in sponsored research activities in his field of specialization in addition to his teaching responsibilities when such research activities, in the opinion of the department head and the dean of the college, do not require so much time as to interfere with the primary assignment. An appropriate reduction of teaching load will be made when approved research requires more than one-fifth of the faculty member's time. Research activities should be related to the professional competency of the faculty member. Research which requires the cooperation of a governmental agency or outside organization with the University must be approved by the University administration and the agency or organization.

Directorships of Special Projects, Institutes, or Direct Involvement in Such Activities as Assistants, Internal Consultants, Etc. - With prior approval of the University, a faculty member may engage in the above mentioned activities in addition to his full-time faculty responsibilities, when such involvement

as determined by the department head and the dean of the college does not interfere with the primary assignment. An appropriate reduction of the teaching load will be made when such activities require more than one-fifth of the faculty member's time.

Additional Faculty Compensation - Faculty members who are involved in sponsored research, projects, institutes and internal consulting may receive compensation from the University in addition to their regular salary when:

1. The services of the faculty member are performed in addition to his regular assignment; or

2. A sponsored activity in which the faculty member is engaged requires more time and a higher level of productivity than is normally expected of a faculty member.

If the activity falls in one of the two categories above, the additional compensation, authorized for a project which runs for the academic year (9 or 10 months), may range up to a maximum of one-fifth of the salary for the academic year. If the project is to be carried out during the summer session, the faculty member may receive up to one-fifth of his base salary for the involvement in the sponsored project while teaching. When a faculty member is not teaching during the summer term, no restriction is placed on his services.

Academic Functions - All faculty members are expected to participate in the formal convocations of the University and to wear academic regalia when appropriate.

Protection of University Personnel and Property - The University maintains a full-time security force of men trained and experienced in security and law enforcement. These officers are responsible for

security of all University property and personnel on campus. Under the direction of the Physical Plant Administrator, the security office may be reached at 745-2540 on the University phone system. In emergency situations the security automobiles may be reached by radio through the Bowling Green City Police Headquarters.

In accordance with state fire and insurance regulations, it is a University policy that there be no smoking in classrooms, laboratories, and all other areas so designated by no smoking signs. Department heads and all other faculty members are charged with the responsibility of enforcing this regulation in their respective areas.

Public Relations - The overall direction and supervision of public relations is the responsibility of the Office of Public Affairs and Public Relations which is charged with informing the public concerning significant developments at the University and with gathering and channeling University news to press, radio and television outlets. It is highly desirable that each faculty member keep the Office of Public Affairs and Public Relations informed of his significant accomplishments and activities.

Extra-Curricular Duties - Many faculty members serve on University committees, act as faculty sponsors and advisors to student organizations, and engage in other extra-curricular functions. These activities are considered a vital contribution of the faculty member to the University community.

Field Trips - Field trips which are listed as a part of the course description in the University Catalog are considered "regular field trips" and require only that the department head, the college dean and the Dean of Student Affairs be notified and provided a list of students making the trip. Trips not listed as a part of the catalog course description are "special field trips" and require approval through a "Request for Special Field Trip Approval" form. Such trips require approval by the department head, college dean and Dean of Student Affairs. Copies of this approval form along with copies of a list of all students making the trip must be filed with the Dean of Student Affairs and the department head.

It is important that each faculty member supervising any kind of a "field trip" ascertain that the trip constitutes an authorized University activity in accordance with the above paragraph. Participation in a non-authorized activity would expose the faculty member to the risk of personal legal liability.

Eagle University - Eagle University is a consortium of cooperating educational institutions which seeks to provide educational opportunities for military and civilian personnel at Fort Campbell, Kentucky. Western is a participating institution in the Consortium and annually offers a number of off-campus courses at the Fort Campbell facilities.

Graduate Consortium - Western Kentucky University, Brescia College, and Kentucky Wesleyan - The Graduate Consortium is composed of Western, Brescia College, and Kentucky Wesleyan College. Its purpose is to provide educational opportunities at the graduate level for students in the Owensboro, Kentucky region.

Student Academic Complaint Procedures - The complaint procedure must begin with the student's discussing his complaint with the teacher involved. It is hoped that the complaint may be satisfactorily dealt with at this level. If the student and teacher are unable to solve the problem, the department head will make an effort to resolve the complaint. Should the student be unable to receive the satisfaction he desires from this discussion with the teacher and department head, he may take his complaint (at his option) either to the Assistant Dean (in the faculty member's college) or to the College's Academic Complaint Committee.

The college dean will designate the Assistant Dean or a representative of his choice as a hearer of complaints. When a student presents a complaint against a teacher, which has been discussed previously with the teacher, the assistant dean will arrange a meeting in which the student and the faculty member will discuss the complaint from both sides. The assistant

dean will serve first as a mediator, attempting to aid the student and faculty member in reaching a satisfactory resolution of the difference. In the event no solution can be reached, the assistant dean will make suggestions to both parties as to how he feels the situation might be resolved. The assistant dean will keep a written record of his suggestions and will forward them to the University Academic Complaint Committee should they be requested.

After discussion of his complaint with a teacher, a student may request the College Academic Complaint Committee to hear his case, in which case the committee will schedule a meeting with the faculty member and student present. It will be the duty of the committee to hear both sides of the problem and to formulate a recommendation as to the solution to the problem. The recommendation of the committee will be sent as a matter of record to (1) the faculty member's department head, (2) the faculty member's college dean, and (3) the Vice President for Academic Affairs.

Should the student or the faculty member not be satisfied with the handling of the complaint case either by the assistant dean or by the college committee (whichever channel is chosen), he may submit the case to the University Academic Complaint Committee. This committee will secure the record of previous suggestions or recommendations relative to the case and schedule a meeting with the faculty member and student present. It will be the committee's duty to hear both sides of the problem and to render a decision to the case. This committee will be authorized, through the Vice President for Academic Affairs, to adjudicate cases of this type. The Office of Academic Affairs will be the agency for seeing that the judgments of the committee are carried out.

The University Academic Complaint Committee will have a regular, scheduled meeting time, the frequency of meetings to be determined by demand. Meetings of the committee will not be open to the public.

Administration of Externally Funded Grants and Contracts - As a center of learning, Western Kentucky University encourages faculty members to engage in scholarly and service activities which are consistent with the University's

educational mission and its established programs. Whenever possible, such activities should complement the instructional program and in all cases they must relate to the faculty member's area of professional expertise. Research and service activities which are funded through external grants and contracts require special approval by University officials to insure that there will be no conflict with regularly assigned responsibilities of the faculty member to the students, the department, the college or the University.

Participation in Funded Projects - Participation in funded research or project activity may be authorized by Western Kentucky University. Kentucky statues state in relation to Federal funding the following:

> 164.288 Power of University and State Colleges to Accept Federal Aid. Any of the state colleges or the University of Kentucky or the state on behalf of any of the colleges or the university may accept federal aid in the form of services, equipment, supplies, materials or funds by way of gift, grant or loan for the purpose of higher education including student loans. Any of the state colleges or the university acting through its president or its governing board is hereby authorized to receive such services, equipment, supplies, materials and funds as are now available or may be made available.

The decision to participate in funded projects must take into consideration several factors. Competing demands for faculty time in the areas of teaching, research, and public service are indicative of the seriousness of the decisions which must be made in relation to securing outside funding. Care must be taken by the department head and the dean of each college to assure that participation in funded project activity does not detract from responsibilities to the student.

Grants and Contracts Sought by Western Kentucky University - Grants

and contracts sought by Western Kentucky University include grants for the construction of academic facilities, for instructional equipment, for direct loans and grants to students, for program development and enrichment, and grants to support basic and applied research. Cooperative relationships which show promise of developing programs of benefit to the public are encouraged. Before proposal activity is undertaken projects should be discussed with the department head, the dean of the college, and office of the Dean of Academic Services. Preliminary discussions by the faculty with the Dean of Academic Services are encouraged. Before submission the proposal must have the approval of the department head and the dean. The office of Academic Services secures the endorsement of the Vice President for Academic Affairs prior to submission in final format.

Grants, Gifts and Contracts - Research or project activity conducted under the control of the University may be supported in whole or in part through resources or funds provided by donors in the form of research gifts, grants, or contracts. Preliminary negotiations and prospective contractors with the prior knowledge of the department head and college dean may be conducted by the faculty members. Faculty members have no authority to commit or bind the University to any agreement or contract. Such arrangements must be approved prior to acceptance by the President or his designated representative. The program of contracts shall be administered and coordinated through the office of the Dean of Academic Services.

Acceptance of Grants, Gifts and Contracts - The authority to accept a grant, gift or to enter into a contract is vested in the President. The President or Vice President for Business Affairs signs all official contracts of the University. Other University personnel may not commit the institution to grant requests or contracts without the concurrence of the appropriately designated officials.

In cases where a proposal for a grant, gift or contract must be reviewed before submission as a proposal, an ad hoc committee appointed by the President shall accomplish such a review.

Contract Services - Contract Services are available to the faculty through the Office of the Dean of Academic Services. Functions of this area are described on page 70.

Budget Preparation - In the preparation of budgets for project activities the Contract Services of the Dean of Academic Services are available to the faculty. Before any budget is submitted, whether in preliminary or final form, the concurrence of the Vice President for Business Affairs is secured by Contract Services. Indirect cost rates are established by negotiations with agencies outside the University. These indirect cost rates must be used in the preparation of any budget. Indirect costs represent actual expenses of the University, and these funds may not be committed to or obligated by the project directors. The designation of faculty to participate in funded research or project activity must have the approval of the Vice President for Academic Affairs. Contract Services available through the office of the Dean of Academic Services will normally make arrangements to clear faculty involvement with the Vice President for Academic Affairs.

Conflict of Interest - Members of the faculty and staff, when undertaking or engaging in funded projects, must avoid possible conflicts of interest. Kentucky statutes state in relation to conflicts of interest the following:

> 164.390 Interest in Contracts Prohibited. No president, professor, teacher, regent, member of the executive council or other officer or employee shall be interested in any contract or purchase for the building or repairing of any structure or furnishing any supplies for the use of a university of college.

University Responsibility - Western Kentucky University exercises its responsibility for the supervision and administration of all contracts in which it is engaged. Formulation of budgets and fiscal responsibility, as well as the preparation of appropriate reports, is the responsibility

of the University. Specifically, the University exercises the following types of organizational and administrative action to provide for the proper administration of grants and contracts:

1. The establishment of accounting procedures to insure that funds from donors are expended in accordance with contracted obligations.

2. The establishment of procedures for the proper execution of contractual obligations in which the professional faculty participate.

3. The formulation of regulations governing university staff and faculty in the conduct of business relating to donated funds.

4. The provision of advice and guidance to the faculty regarding problems which may arise as a result of outside financial arrangements.

All funds received by the University from external agencies are handled in the same manner and are subject to the restrictions as are applied to general funds. Grant, contracts, and project monies are more rigorously controlled than general funds in that such funds are expended in accordance with the terms and conditions specified by the donor or contracting agency. Funds under grant or contract may not be expended before or beyond the dates of the grant or contract. All funds received from outside the University are subject to both internal and external audit. Such funds may be expended only within the specified categories of the contract.

Travel Expenses - Grants, contracts and project activity often require travel as a condition of the activity. Anticipated expenses for travel should be included as part of the projected or approved budget. Regulations

of the University governing travel apply equally to all grants, contracts, or project activity. For detailed information on travel and travel expenses, the Kentucky Standard Travel Regulations should be consulted.

Patent Policy - As a public institution of higher education, Western Kentucky University has broad responsibility in the areas of instruction, service, and research. Faculty engaging in research may make significant discoveries which have commercial application. Income resulting from patents is to be regulated in the public interest by procedures set forth in this policy.

Scope of the Policy Statement - This policy statement is defined to include any member of the faculty, staff, or student body of Western Kentucky University.

General Policy - An invention or patent which is the result of the use of staff, materials, equipment, time, or facilities shall be owned and controlled by Western Kentucky University.

Patents and Research Sponsors - Sponsors of research may wish to retain partial or total control of inventions and patents which are the result of the sponsored research. Unless agreed to in advance of the research, all patent rights from sponsored research shall be owned and controlled by Western Kentucky University.

Relationship of the Faculty, Staff, or Student Body and Western Kentucky University in Regard to Patents

1. Faculty, staff or students having a joint interest with Western Kentucky University in an invention or discovery shall assign patent rights to Western Kentucky University.

2. Faculty, staff, or students of the University have the responsibility to report in writing to the Committee on

Patents any invention or discovery of patentable value. Faculty, staff, or students are not obligated to apply for a patent unless such expenses are borne by Western Kentucky University. Faculty, staff, or students must agree to cooperate with Western Kentucky University in patent application procedures. Faculty, staff, or students may have an interest in a patent application and may share in the returns, as determined by the Committee on Patents.

3. Interest of the University in all cases involving invention or discovery shall be determined by the standing Committee on Patents appointed by the President of Western Kentucky University. Faculty, staff, or students engaged in patent deliberations shall be present or may be represented in discussions before the Committee on Patents. The decision of the Committee shall be final and shall determine the interest of the parties in the invention or discovery. The Committee on Patents shall act in accordance with the following general principles:

   (a) If the Committee on Patents finds that an invention or discovery made by faculty, staff, or students was not related to employment by Western Kentucky University and was not the result of the use of staff, materials, equipment, time, or facilities owned or controlled by Western Kentucky University, Western Kentucky University shall have no interest in the invention or discovery.

   (b) If the Committee on Patents determines that an invention or discovery is related to employment or the use of the resources of Western Kentucky

University, patent rights shall be assigned to Western Kentucky University with the faculty, staff, or student member having an interest in the invention or discovery and sharing in the returns, as determined by the Committee on Patents.

(c) To determine the interest which the faculty, staff, or student shall have, the Committee on Patents shall consider whether Western Kentucky University paid, or did not pay, for time spent in the research which led to the invention or discovery. The Committee on Patents shall determine the extent to which University resources were used in research. The Committee on Patents shall determine the involvement in advice and assistance given to the inventor by associates of Western Kentucky University. The Committee on Patents shall determine the relationship which existed between the invention or discovery and the responsibilities of the faculty, staff, or student member.

5. Should Western Kentucky University not initiate a patent search within nine months or a patent application within eighteen months of the receipt of a written report of an invention or discovery, the individual faculty, staff, or student member may apply for a patent and shall own all rights.

6. In case of sponsored research, the contract between Western Kentucky University and the sponsoring agency shall be binding on the faculty, staff, or student members engaged on the project the same as if each were a party to that agreement.

INSTRUCTIONAL AIDS AND SERVICES

Professional Secretarial Services - Academic departments are provided with professional secretaries, either on a full-time or part-time basis as the need justifies. The availability of the department secretary to perform work for individual faculty members will be determined by the department head.

Part-Time Student Employees - Each department is allocated funds for the hiring of students through the various student aid and work-study programs. The number of students, the hours they work, and the allocation among the department members are left to the descretion of the department head. Individual faculty members desiring student assistance should contact their respective department head. Normally students cannot work in excess of fifteen hours per week.

Teaching Facilities and Classroom Supplies - Each departmental budget includes an allocation of funds for classroom equipment and supplies. Requests for supplies, equipment, and repairs should be made through the department head. The planning for needed equipment and teaching aids takes place when the annual departmental budget is being prepared, usually in the spring of each year. All funds, regardless of their source must be expended through the use of an official purchase order. The University is not responsible for any purchase made by faculty or staff members without proper approval and issuance of an official purchase order.

Office Facilities - The University provides its faculty and staff with the most adequate offices and furniture available. Requests for additional office equipment, such as bookcases, file cabinets, etc., should be made through the department head.

Campus Bookstore Facilities - The College Heights Bookstore is located in the Downing University Center and supplies textbook and other instructional materials. Profits from the bookstore go to the College Heights Foundation whose primary

function is student financial assistance. Normally, textbook requests are submitted to the bookstore through the department head. The bookstore will also receive orders on textbooks and supplementary materials from faculty members. Faculty and staff are granted a ten percent discount on materials purchased at the bookstore.

Class Rolls and Grade Reporting - As soon as possible following registration, the Registrar's office prepares and sends to each faculty member an unofficial roll for each class. After the official drop-add period, the Registrar's office issues an official roll for each class which, once verified by the instructor, is to be used to submit to the Registrar's office a mid-semester deficiency report in accordance with instructions which will come from the Registrar. If a student is attending a class and his name is not on the class roll, it is extremely important that the instructor send the student to the Registrar's Office. A final class roll will be sent just prior to the end of the term to be used for reporting final grades.

Grade Reporting - It is the responsibility of each faculty member to assign and report a grade for each student who is enrolled in his class within the specified time listed on the semester calendar. All grades are reported to the Registrar's office on the official class roll and in accordance with instructions issued by the Registrar. Once a grade is reported it may be changed only by the teacher concerned and only in case of error in reporting. Such changes must be made on the official form provided for such purposes available in the Registrar's office.

Grades will be recorded in the Registrar's Office as reported by the teachers in charge of the various courses. Students who withdraw from a class within the period indicated for this purpose in the University calendar will have no mark recorded. After the date on which students may withdraw from a class without a grade, they will be given WP, WF, or F for the time during which they were in the class as reported by the instructor. In all cases, students withdrawing from classes must secure official permission; otherwise a grade of F will be recorded regardless of the character of work being done by the student at the time of his withdrawal.

Grade Books - Grade books are to be a part of the official class records of each teacher. These books are available at the Registrar's Office. It is a policy of the University that accurate account be kept in this book of the attendance, grades, and other data of the teacher's choosing which will give an account of the progress of the student. Grade books should be turned in to the department head or to the Registrar's Office if work at the University is terminated. They may be filed with the department head or the Registrar's Office for permanent keeping at any time.

Student Records - The Registrar's Office maintains a current record on each student's academic progress at the University. There records are confidential, but are accessible to faculty members for advisement or other professional purposes. A faculty member desiring to check a student's record should contact the Registrar's Office.

University Counseling Services Center - The University Counseling Services Center has a professionally trained staff to work with students experiencing educational, vocational or personal-social problems. Faculty members are encouraged to identify and refer to the center students in need of such help. The center also administers university wide testing programs.

Printing and Mimeograph Services - A well equipped print shop is located in the Service and Supply Building where bulletins, brochures, and various other official publications are printed. The Print Shop has facilities to fold, collate and bind publications. Two fast-copy centers are located on campus, one in room 141 of the Education Complex, and one in the Print Shop. Funds for printing and copying are included in each department's budget and requests for this service should be submitted through the department head. Most departments and colleges have ditto and mimeograph machines which may be used by members of the faculty and staff. Business Affairs provides mimeograph services in the basement of Wetherby Administration Building. Prepared mimeograph stencils must be provided by the faculty or staff member.

Computer Services - Data processing services are provided by the University through the Computer Center located on the top floor of the Wetherby

Administration Building. An IBM 360-40 computer system and unit record equipment serve instructional, administrative, and research functions as well as being used in laboratory experience for students for computer programming.

ACADEMIC SERVICES

The purpose of the Office of Academic Services is to provide support to the research and instructional programs of the University. This support is accomplished through the activities and programs of Library Services, Media Services, Institutional Research, Grants and Contracts, and the University Archives. It is the purpose of these activities and programs to increase utilization of the education resources and services of the University.

Library Services - Seven library and resource centers exist to serve the academic community. They are: (1) the Helm Library, (2) the Cravens Graduate Center and Library, (3) the Kentucky Library, (4) the Jones-Jaggers Laboratory School Library, (5) the Wilson Hall Study Center, (6) the Science Library, and (7) the Education Resources Center.

These libraries and study centers provide a seating capacity for 3,173 or approximately 28 percent of the student body. Library holdings presently exceed 500,000 volumes.

The Kentucky Museum contains a collection of artifacts relating to Kentucky and to its history. Parts of this collection are available to public school students and, to a limited extent, the general public, as well as to the faculty and students of the University.

There are several services to the faculty member:

(1) Circulation Services. All books and resources are kept in open stack areas. All resources circulate with the exception of journals, reference books, and specific

reserve books and documents.

(2) The Reserve Collection is a function of the circulation area. A special collection is developed, at the request of faculty, each semester for books which are in short supply and for which there is demand. The length of time they circulate varies, and is determined by the professor requesting the book.

(3) Copy service is provided in the Helm, Cravens, Science, and Kentucky Libraries.

Media Services - The purpose of media services is to produce or acquire non-book materials to meet instructional needs; to provide assistance in and maximize the use of media resources; and to provide laboratory facilities in support of media related instructional programs.

Acquisition and production of media materials and their dissemination is performed in the media services units of the Division of Academic Services. These services are the responsibility of the audiovisual and educational television area.

16mm Films. The entire campus is served with instructional motion pictures through rental or from University owned and Third District Film Library films.

Audiovisual Equipment. Equipment is provided throughout the entire campus for faculty and student use. This equipment includes: audio tape recorders, cameras, projectors of all types, and portable video tape equipment.

Closed Circuit Distribution. The television closed circuit distribution system is the primary utilization for video taped materials on campus. The playback of television videotape materials to those classrooms wired into the system is provided on demand. Television receivers are maintained in key areas to facilitate these playbacks.

Dial Access. The dial access audio retrieval center is located on the second floor of the Helm Library building. Forty listening stations are available.

Television Production. A staff of professional television production specialists is engaged in the production of video tapes and 16mm motion pictures for instructional applications.

Audiovisual Production Services. Services which are provided are:

35mm slides - copying and original photography
Slide/slide tape presentations
35mm film strips
overhead transparency preparation
photographic processing and printing
audiotape duplication
production of audiotapes
graphic materials - transparency masters, posters and charts, television and film visuals, and art work for slide presentations.
1/2" videotape - provision of equipment (and operators in some instances)

Institutional Research Services - This office provides services to both administrative and academic sections of the University. The principal services are:

(1) Collection, organization, and analysis of basic university data

(2) Research and information services

(3) Instruction and Research Computer Services

The last service indicated is to assist faculty and students in effectively

using computer equipment in teaching and research. It also provides, in cooperation with and through the Division of Library Services, an extensive library of primary data in the social sciences.

Grants and Contracts Services - The basic function of this office is to administer the grants and contracts program for the staff of Western Kentucky University.

Basic Services - The basic services are as follows:

(1) Identification of funding sources for specific needs and programs.

(2) Consultation on and guides in the development of grant and contract proposals.

(3) Processing of proposals and contracts.

(4) Dissemination of information to faculty and staff concerning grant sources, guidelines, and the administration of specific programs.

(5) Maintenance of central grants record file.

University Archives - The University Archives, established in November, 1971, is housed in the Helm Library and administered by a professional librarian. The purpose of the Archives is to collect, perserve, and organize for appropriate use the records of the University which are required for administrative functions and are essential for the historical study of the institution, including its geneological antecedents. Such records include correspondence, reports, minutes, tapes, photographs, scrapbooks, publications, and other items, such as clippings and articles about the University and its personnel. Reference service is available. For other information on the Archives, see the article in the Summer, 1972, issue of Western Alumnus.

Salary Checks - Faculty members employed on a nine months basis receive twelve salary checks payable on the 15th of each month. Other personnel are paid at the end of the month, normally the last full work-day of the month. Salary checks should be called for at the Cashier's Office.

Payroll Deductions - Payroll withholding includes federal income tax, state income tax, city occupational tax, Social Security, and teacher's retirement. In those cases where elected, Blue Cross-Blue Shield medical insurance, income protection insurance, group life insurance, Tax Sheltered Annuities, U. S. Savings Bond, and credit union shares may be deducted.

INSURANCE BENEFITS

Group Life Insurance - Western's group life plan was adopted after careful consideration by the administration and the insurance committee. The plan chosen is designed to provide the faculty member with a substantial amount of life insurance protection at a low cost premium cost. The University shares in the expense of the program.

Faculty members are insured for the basic amount of insurance ($5,000). In addition to the basic insurance, faculty members are eligible for optional insurance in the amount equal to their annual contract salary rounded to the next higher thousand.

The basic insurance cost is paid by the University. The optional insurance is available to the individual faculty member at low-cost group term rates based upon age.

Health Insurance - The University provides Blue Cross and Blue Shield coverage for the regular full-time employees. The employee may use payroll withholding to purchase additional coverage for his family members. The plan includes

comprehensive Blue Cross, Schedule D Blue Shield benefits, and major medical protection.

Disability Insurance - The University provides Long-term Disability Income protection through an insurance plan coordinated with benefits available from Social Security and the retirement system. Briefly, the plan guarantees 60 percent of an employee's earnings, after a specified waiting period, to age 65. The individual premium cost is paid by the University.

Tax Sheltered Annuity Programs - Faculty and Administrative Faculty may participate in tax sheltered annunity programs. Payroll deduction is available for this purpose. The Kentucky Teachers' Retirement System offers a tax sheltered plan to supplement other features of the retirement provisions, and commercial companies also offer tax sheltered programs.

Income Protection Plan - The Kentucky Education Association sponsors an income protection plan for teachers through a commercial insurance company. The plan pays benefits when the teacher is hospitalized or quarantined because of accident or illness. Premiums may be paid through payroll deduction. Participation is optional.

Group Travel Accident Insurance - The University provides a business travel accident plan for faculty members. The plan provides for $100,000.00 coverage for accidental death or dismemberment and up to $5,000.00 for medical expenses. Contact the Office of Personnel Services for additional information.

Workmen's Compensation - Employees of Western Kentucky University are covered under a blanket Workmen's Compensation policy purchased by the Commonwealth of Kentucky. In general, the policy provides for personal injury sustained by the employee by accident and for disability resulting from occupational diseases, arising out of and in the course of his employment, or for his death resulting from such accidental injury or occupational disease.

Teacher Retirement - All faculty members are required to participate in the

Kentucky Teacher Retirement System. At present the faculty member's contribution is 7 percent of his gross salary, and the University contributes an equal amount. Participants become vested in the system after only five years.

Of the 7 percent representing the members' contribution to the Kentucky Teachers' Retirement System, 6 1/2 percent is allocated to the purchase of retirement allowances, 1/4 percent to survivor and death benefits, and 1/4 percent to hospital and medical insurance upon retirement. The deductions are credited to the Teachers' Savings Fund, Survivor Fund, and Hospital Fund respectively.

If a participant withdraws his contributions to the Kentucky Teachers' Retirement System, his deposit of 6 1/2 percent, plus accrued interest to the Teachers' Saving Fund, will be returned in full; but credits to the Survivor Fund and the Hospital Fund will not be returned.

Social Security - The law requires that a deduction on earnings be made regularly from one's paycheck, and the University, as employer, is taxed an equal amount. These payments provide Social Security retirement and disability income and payments to one's family in case of the employee's death. The Social Security program is in addition to the other benefit programs administered by the University.

Official Travel - Each department has budgeted funds for travel. Authorization for travel must be made by the department head before the trip is made. Travel expenses are usually borne by the individual who is later reimbursed after filing an expense voucher. The University has an arrangement with Louisville AAA in which travel reservations are made and tickets purchased by AAA. When this service is used, the faculty member lists AAA as second payee on the travel expense voucher. Department heads have copies of the Travel Regulations which are contained in the Personnel Manual.

Identification Cards - The University provides identification cards for all regular employees. The card is designed for use in the University Libraries,

Business Office, University Sales Stores, recreational facilities, etc. Faculty and staff members should contact the Personnel Office to have identification cards prepared.

University Credit Union - The Western Kentucky University Credit Union, Inc., is organized to provide a savings and low-cost loan service for members of the faculty and staff. There is a small entrance fee of $ .25 when opening an account. One may invest unlimited amounts in the shares of the credit union. Loans are available, and payroll deduction affords a systematic and convenient way in which to save and make loan payments. Free life insurance is provided with accounts. Contact the treasurer of the Credit Union for further information.

Health Services - The University Clinic provides out-patient and in-patient services for students. It contains 50 hospital beds and is staffed with two physicians and other medical personnel. Because of the limited facilities and services available, only emergency services and certain immunizations can be provided for faculty and staff.

Other Benefits - Among other fringe benefits available are:

Season tickets to all home football and basketbal games at reduced rates.

Reduced rates for spouses of regular, full-time faculty and staff enrolling in evening classes.

A ten percent discount on materials purchased at the College Heights Bookstore.

Use of recreational facilities in the Downing University Center, Diddle Arena, and L. T. Smith Stadium.

Uses of University Stationery and Postage - The use of official University stationery and of the mailing service is restricted to faculty members, officers, and departments carrying on officially recognized and authorized business of the University. Stationery and metered postage are provided for official correspondence only.

Building Security - Faculty and staff members are urged to use the same rules of good judgment to insure security of keys to University buildings and to individual offices that would be used for one's own home or other personal property.

A key may be obtained by a request to the department head, who in turn submits a written request (form available from the Physical Plant) to the Assistant Director of the Physical Plant.

In cases of emergency the security officer on duty has a key to each building, and a campus-wide key bank is maintained at the Physical Plant building. If employment at the University terminates, or a faculty member is away on leave of absence, keys must be turned in at the Physical Plant building.

OTHER SERVICES

Housing - The University has a limited number of rental housing units available to the faculty. Interested faculty members should direct their inquiries to the Director of Housing. These facilities are designed primarily to provide the new faculty member with desirable living quarters for a limited period of time in order that he may have sufficient opportunity to fully appraise living conditions and more conveniently make permanent arrangements. Faculty members may find assistance in locating apartments, houses, or rooms by consulting the Director of Housing. Files are kept available on housing facilities and contacts are made with community agencies and property owners who may assist. Deans of the colleges and department heads will be happy to assist new staff members in finding suitable living quarters.

Food Services - The Director of Food Services, working under the Auxiliary Enterprises Administrator, is in charge of the Cafeterias, Snack Bar, and Grill. The faculty and staff are cordially invited to use these facilities. A limited number of banquets for official University organizations can be served by Food Services; arrangements for these must be made with the Director. A full line

of vending services supplements the above facilities and can be found in convenient locations for use by the students, faculty and staff.

Cultural and Recreational Opportunities - The following items will give some idea of the great variety of activities available to Western faculty and staff.

The University and the Rodes-Helm Lecture Series bring to the University Campus each year a number of outstanding lectures on various topics. Students, faculty and the general public are admitted free of charge.

The Department of Music sponsors a number of musical presentations including special seasonal concerts. In addition, many faculty and student recitals are given throughout the year.

The Department of Speech and Theatre and the Western Players present a series of programs during the academic year. Summer Theatre programs are also scheduled during the summer sessions. A small fee is charged for admission to major productions; however, there is no admission charge for one act plays produced by the Department.

The Downing University Center Theatre provides films for the enjoyment of Western students, faculty, staff, and their families. A nominal fee is charged.

The Department of Art has a gallery on the ground floor of Cherry Hall where a display is usually on exhibit. Art displays are also usually on exhibit in the art reading room which is located on the third floor of Downing University Center.

The University library facilities, as well as the public library, are available for recreational reading.

Faculty members are invited to use the facilities of the Department of Physical Education and Recreation.

A faculty golf tournament is held each summer.

Western holds membership in the Ohio Valley Conference and the National Collegiate Athletic Association. The schedule of intercollegiate athletic contests includes a variety of sports. Admission to all spring sport events is free, and season tickets for basketball and football are available to the faculty and staff at a reduced rate.

A number of lakes and reservoirs are within driving distance of Bowling Green, and fishing and boating are popular activities for many faculty members.

Institutional Publications - In addition to this handbook for faculty and staff the University has a number of other publications which will prove informative and helpful.

The Western Kentucky University Catalog is the most complete publication on the University and its operations. Normally published annually the University Catalog contains descriptions of the various degree programs, curricula and course offerings of the University, requirements for graduation, rules and regulations, course descriptions and listings of faculty. All faculty members should familiarize themselves with this publication.

The Graduate Bulletin contains descriptions of the graduate programs and course offerings at Western.

The College Heights Herald and the yearbook, The Talisman, are campus publications issued under the supervision of the faculty and staff in the Office of University Publications. In 1925 the Board of Regents authorized the establishment of the College Heights Herald, and since that time, the Herald and The Talisman have provided laboratory experiences in journalism for students interested in developing skills and responsibilities in the practical application of the established standards of professional journalism.

Class Schedule Bulletins are published through the office of the Vice President for Academic Affairs for each semester and the summer term. This bulletin

contains the University calendar, course offerings, and all other data pertaining to registration and class scheduling for the specific term.

This Month at Western is prepared and distributed each month by the Office of Public Relations. The Office of Public Relations also collects and records information from each office and department on campus which is kept in a master datebook, which is available as an informational reference to any member of the faculty or staff in order to avoid conflicts and to co-ordinate the use of university facilities. All available information is distributed at the beginning of each semester for use as a guide in long-range planning.

A Campus Tour Guide is published by the Office of Public Relations and includes a campus map which is available in quantity particularly for distribution to prospective students and workshop groups. Other literature is available from the Office of Public Relations providing information and pictures about campus facilities and university activities.

Library Leaves is a quarterly circular distributed by the University Library listing recent additions to the library collection.

Zephyrus is a fine arts magazine affording students of Western Kentucky University the opportunity to have their creative work published.

The Faculty Research Bulletin is an annual publication at Western which includes articles from faculty members across the University.

This Week at WKU (The "Blue-Sheet") is a weekly information sheet distributed by the Office of Academic Affairs.

MISCELLANEOUS INFORMATION

Emeriti of the University - Western is built upon the philosophy, personalities and spirit of the past. Faculty and staff members are encouraged to become acquainted with the large number of emeriti who reside in the community. The

University values the continued support and assistance of those who have retired from active teaching and administrative roles.

Elementary and Secondary School Facilities - The University operates a laboratory school which inclues a kindergarten and elementary grades. The City of Bowling Green and Warren County operate a number of elementary schools. There is one high school in the city and two high schools in the county. There is one Catholic school for grades 1 - 8 in Bowling Green.

Faculty Lounges - Faculty lounge areas are available in most of the classroom buildings. Also the Faculty House, located near Cherry Hall, provides facilities for fellowship and recreation for faculty members and their wives or husbands.

Guest House - The Guest House, managed by a full-time hostess, provides facilities where University guests may go for a few hours rest and relaxation or may stay overnight. Guest lecturers and prospective faculty members are often billeted in the Guest House while on campus.

Parking Facilities - Limited reserved parking for faculty members is provided in certain areas on the campus which are designated for faculty parking only. The available spaces are not reserved for any individual but are on a first come - first served basis.

Official faculty and staff parking permit decals must be posted on the bumpers of each car, indicating authority to use the faculty parking lots. These decals are available through the office of Safety and Security upon payment of a $5.00 registration fee.

Religious Opportunities - As a state-supported institution the University is non-denominational, but it cooperates to the fullest extent with the churches of Bowling Green and encourages its students and faculty to attend the church of their choice. A large number of churches representing a variety of denominations are found in the Bowling Green Community.

Mail Service - A branch of the U.S. Post Office is located on the lobby level of the Garrett Conference Center. Faculty members may rent private mail boxes or may use the campus mail service which is provided for each department. Campus mail service may be used for official University mailing without postage, but U.S. Post Office regulations do not permit its use for personal mailing unless it has postage attached. The College Heights Post Office operates on the following schedule during the regular terms:

8:00 a.m. - 4:30 p.m.	Monday through Friday
8:00 a.m. - 10:00 noon	Saturday

Outgoing mail leaves the post office three times daily, at 7:00 a.m., 10:30 a.m., and 2:30 p.m. During holidays and vacation periods, a special schedule is followed. Faculty and staff members are notified of the hours the post office is open during these holiday and vacation periods. All postal services given by the downtown post office (stamps, money orders, insured and registered mail, c.o.d., and special deliveries) are available at the campus post office.

The University provides a Courier Service to aid in the internal administrative efficiency of the University. This service, which provides for the delivery of written communications that pertain to recognized and authorized official University business, may be used only by members of the University faculty, the administrative staff, the Associated Students organization, and other organizations budgeted by the University. The authorized users are required to conspicuously indicate on the outer envelope both the originating office and the name of the individual sender. Items failing to indicate an originating office and name will be inspected. Upon determination of the originator, the item will be returned for proper designation by the sender.

Faculty Wives Club - This organization was formed in 1927 for the purpose of promoting the welfare and the best interests of the University. It is now one of the largest women's clubs in Kentucky with a roster which includes the wives of faculty members as well as many wives of faculty emeriti. The group engages

in various activities such as the establishment of a permanent scholarship fund, the sponsorship of a student wives club, and the presentation of awards for student achievement. The club carries on a planned program of business meetings and social events during the fall and spring semesters.

Kentucky Voting - University personnel are encouraged to exercise their voting privilege in all national, state and local elections. To qualify to vote in Kentucky, a person must get his name on the official voting list by going to the County Clerk's office in the local court house and registering. Persons 18 years of age or older who have resided in the precinct 60 days, the county 6 months, and the state for one year are eligible to become registered voters and vote in state and local elections. Those moving to Kentucky from another state are eligible to register and vote in presidential elections after residing in the state 30 days.

Kentucky Auto and Driver Regulations - Persons moving to Kentucky from out of state are required by law to secure a Kentucky driver's license within 30 days after establishing residence in the state. This license may be acquired by passing the written examination. Automobiles transferred from out of state must also be licensed in the state once residence is established, and the 5% usage tax must be paid on those cars transferred from states not having reciprocity agreements with Kentucky.

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